

# WORKSHEET FOR SELF-EMPLOYED

In order for us to maximize your deductions, please complete this worksheet

Client Name _____	Tax Year _____
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Accounting & Tax Preparation Fees		Medical - Owner Related (1040 Only)	
Accounting Software		Notary Fees	
Advertising - Business Cards		Office Supplies	
Advertising - Magazines		Outside Services	
Advertising - Paper		Payroll Paid to Others (W2s)	
Advertising - Radio & Television		Payroll Taxes	
Advertising - Signs		Pest Control	
Advertising - Other		Postage	
Automotive Expenses	Complete Auto Worksheet	Printing	
Alarm Services		Professional Services	
Association Dues/Fees		Publications	
Bank Fees (Business Account)		Referral Fees	
Business Travel - Hotel		Rent	
Business Card Annual Fee		Small Tools	
Business Mileage	Attach Log	Software	
		Supplies (other than office)	
Cleaning Supplies		Taxes	
Contract Labor		Telephone - Cell Phone	
		Telephone - Landline	
Commission Paid to Others		Travel Hotel, Airfare	Attach List
		Travel Meals	Attach List
Credit Card Merchant Fees		Travel Mileage	Attach Log
Delivery Charges		Uniforms	
Education - Books		Uniform Cleaning & Laundry	
Education - Courses		Union Dues	
Education - Conventions		Utilities (Water & Power)	
Education - Mileage	Attach Log	Workman's Comp	
Education - Professional Development		<b>Equipment Purchases</b>	
Education - Seminar		Description of purchase, dated purchased and total cost including sales tax & freight	
		Attach a detailed list	
Entertainment			
Equipment & Product Holders			
Equipment Repairs		Carryover Depreciation (From prior Yr)	Attach Last Yrs Tax Return
Equipment Rental		<b>Complete Cost of Good Sold Computation</b>	
		Beginning Inventory	
Gifts (\$25 max per person)		Purchases	+
Identification Cases		Shipping (related to purchases)	+
Insurance (Employee Benefit or your own?)		Labor (related to purchases)	+
Interest on Business Debt		Items withdrawn for personal use	-
Interest on Business Mortgage		Ending Inventory	-
Legal Fees		Equals: Cost of Goods Sold	=
Licenses			
Maintenance & Repairs		<b>Gross Income</b>	
Medical - Employee Related		All income including 1099's	

THE ABOVE EXPENSES ARE ORDINARY & NECESSARY IN MY LINE OF WORK A SELF-EMPLOYED PERSON