

BUSINESS PROFESSIONAL EXPENSES

Client: _____

ID# _____ Tax Year: _____

Operating Expenses	
Advertising and promotion	
Bank charges	
Commissions and fees	
Dues and memberships	
Insurance	
Interest	
Legal and professional fees	
Meals and entertainment	
Office expense	
Postage and delivery	
Rent	
Repairs and maintenance	
Seminars and conventions	
Software	
Storage fees	
Subscriptions	
Supplies	
Taxes and licenses	
Telephone	
Utilities	
Wages	
Other _____	
Other _____	

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Vehicle Expenses	
Total miles	
Business miles	
Commuting miles	
Personal miles	
Gas and oil	
Repairs and maintenance	
Tires	
Towing	
Insurance	
License and registration	
Lease payments	
Interest	
Other _____	

Equipment	
Computers	
Equipment	
Furniture	
Other _____	

Travel Expenses	
Airfare	
Car rental and taxis	
Parking and tolls	
Lodging	
Meals	
Entertainment	
Number of days out of town	
Other _____	

Other Information	

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