

## 2009 Business or Professional - Worksheet

### INCOME

Sales or Service Fees	\$	Commissions	
Sales Tax Collected		Prizes and Awards	
Refunds Given			

### MERCHANDISE

Beginning Inventory	\$	- Used for Demonstration	
Purchases – Merchandise		- Used as Supplies	
- Personal Use Items		Ending Inventory (At Cost)	

### EXPENSES

Accounting		Tools	
Advertising		Travel – Hotel, Air, Rental Car	
Answering Service		- Meals & Entertainment	
Bad Debts		Uniforms	
Bank Charges		Utilities (not at home)	
Commissions		Wages	
Contract Labor			
Delivery & Freight		<b>OTHER:</b>	
Dues & Subscriptions		Conventions & Seminars	
Insurance (Not Health)		Education & Training	
Health Insurance (Owners)		Internet Service Fees	
Health Insurance (Employees)		Permits & Bonds	
Interest		Software	
Janitorial		Sub-Contract Labor	
Laundry & Cleaning		Workshops & Meetings	
Legal and Professional			
Miscellaneous			
Office Expense			
Outside Service			
Parking & Tolls			
Pension & Profit Sharing			
Postage			
Printing			
Rent – Vehicles, Equip			
Rent – Building			
Repairs			
Security			
Supplies			
Taxes – Real Estate			
- Payroll			
- Sales Tax			
Telephone/Cell phone*			

\* If you only have one phone Line at home and use it for Personal and business, then you Can deduct business long Distance and optional features Like caller ID, but you cannot Deduct the basic monthly fee.

