

2010 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		OTHER:	
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		* If you only have one phone	
Security		Line at home and use it for	
Supplies		Personal and business, then you	
Taxes – Real Estate		Can deduct business long	
- Payroll		Distance and optional features	
- Sales Tax		Like caller ID, but you cannot	
Telephone/Cell phone*		Deduct the basic monthly fee.	

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Office in Home Expense

Business Use in Square Feet		General Repairs	
Total Square Feet of Home		Utilities: Gas	
Mortgage - Interest		Water	
Mortgage Insurance Prem		Electric	
Property Taxes		Rural Metro / Alarm Service	
Insurance		Pest Control/Termite Service	
Rent Paid		Home Owners Assoc	

Purchases - Furniture, Equipment, Vehicles

(If it will last more than 1 year)

Description	Date Purchased	Cost

Auto Expense - Worksheet

Description of Vehicle (Yr/Model) _____

Total Miles Driven _____ miles _____ miles **(REQUIRED)**

Business Miles Driven _____ miles _____ miles **(REQUIRED)**

Commuting Miles _____ miles _____ miles

Do you keep records of your mileage? Yes / No Are the records written? Yes / No
(circle one) (circle one)

Mileage deduction is \$0.50 per mile. We can compare the rate to the % of business expenses below and take whichever is higher.

Expenses:

Gas & Oil	\$ _____	\$ _____	
Repairs, Batteries, etc.	_____	_____	
Tires	_____	_____	
Insurance Premiums	_____	_____	
Miscellaneous	_____	_____	
Tags (not in AZ)	_____	_____	
Tags in Arizona	_____	_____	
Interest - Vehicle Loan	_____	_____	
Lease Payments	_____	_____	