**SELF-EMPLOYED INDIVIDUAL DEDUCTIONS**

Client: ID#: Tax Year:

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Operating Expenses** | |  | **Vehicles & Travel** | | |
| Advertising |  |  | See Vehicle, Travel & Entertainment Worksheet (Page 2) | | |
| Bank Charges |  |  | **Cost of Goods** | | |
| Business Cards |  |  | Cost of Items for Personal Use | |  |
| Catalogs |  |  | Cost of Labor | |  |
| Cleaning & Maintenance |  |  | Inventory at Beginning of Year | |  |
| Commissions |  |  | Inventory at End of Year | |  |
| Demos |  |  | Materials and Supplies | |  |
| Depreciation & Sect. 179 |  |  | Outside Service | |  |
| Employee Benefits |  |  | Purchases | |  |
| Freight |  |  | Other: | |  |
| Gifts |  |  | Other: | |  |
| Interest |  |  | **Total** | |  |
| Map Books |  |  | **Equipment** | | |
| Office Expense |  |  | Equipment | |  |
| Pension/Profit Sharing |  |  | Furniture | |  |
| Postage/Delivery Expenses |  |  | Other: | |  |
| Printing |  |  | **Total** | |  |
| Refunds |  |  | **Professional** | | |
| Rent (Machinery/Equipment) |  |  | Dues | |  |
| Rent (Other) |  |  | Insurance | |  |
| Repairs |  |  | Legal & Professional | |  |
| Sales |  |  | License | |  |
| Samples & Promotional |  |  | Publications | |  |
| Seminars & Trade Shows |  |  | Other: | |  |
| Service Charges |  |  | Other: | |  |
| Software |  |  | **Total** | |  |
| Storage Fees |  |  | **Telephone** | | |
| Supplies |  |  | Cellular Phone | |  |
| Taxes |  |  | Long Distance | |  |
| Tools |  |  | Other | |  |
| Utilities |  |  | Other | |  |
| Wages |  |  | **Total** | |  |
| Other: |  |  | **Other Information** | | |
| **Total** |  |  |  |  | |

Prepared By: Date:

**VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE**

Client: ID#: Tax Year:

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** | |  | **Travel & Entertainment Expense** | |
| Description of Vehicle |  |  | Airfare & Train |  |
| Date Placed in Service |  |  | Car Rental & Gas |  |
| Odometer Reading |  |  | Parking & Tolls |  |
| Beginning of Year |  |  | Tax, Bus, Shuttles |  |
| End of Year |  |  | Lodging |  |
| **Total Miles** |  |  | Meals |  |
| Business Miles |  |  | Tips |  |
| Commute Miles |  |  | Telephone |  |
| Daily Average |  |  | Dry Cleaning |  |
| Round-trip Commute |  |  | Number of Days out of town? |  |
| Personal Miles |  |  | Other |  |
| Is Car Leased? Yes/No |  |  | Other |  |
| Is Car Financed? Yes/No |  |  | Other |  |
| Is Car Owned? Yes/No |  |  | Other |  |
| Was this vehicle depreciated in a prior year? Yes/No |  |  | Other |  |
|  |  | Other |  |
| **Vehicle Expenses** | |  | **Total** |  |
| Gas, Lube, Oil |  |  | **List Any Reimbursements Received** | |
| Repairs & Maintenance |  |  | Description | Amount |
| Tires |  |  |  |  |
| Towing |  |  |  |  |
| Insurance |  |  |  |  |
| Auto License/Registration |  |  |  |  |
| Personal Property Tax |  |  |  |  |
| Lease Payments |  |  |  |  |
| Interest |  |  |  |  |
| Auto Club |  |  |  |  |
| Warranty |  |  |  |  |
| Smog Certificate |  |  |  |  |
| Other |  |  |  |  |
| Other |  |  |  |  |
| **Total** |  |  | **Total** |  |
| Other Information | | | | |
|  | | | | |
|  | | | | |

Prepared By: Date:

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