

Business Income and Expenses

Business Name: _____

Product or Service: _____

Gross Income >>

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Expenses :

Advertising/Marketing		do not include meals & entertainment
Meals & Entertainment		with a client or prospective client
Gifts to clients		limited to \$25 per year per client
Insurance-liability		do not include health or life insurance
Insurance-health (not life)		only if not covered by employer's plan--yours or spouse
Interest expense		
Legal fees		
Accounting & tax prep.fees		allocable to this business activity
Supplies / Materials		
Office supplies		postage, printing, letterhead, etc.
Publications / subscriptions		
Computer expenses		
Telephone		the cost of your home line is never deductible
Cell Phone Service		
Online Service		
Contract Labor		
Rent - equipment		
Rent - office		
Maintenance / cleaning		
Repairs		
Property taxes		on business property
Licenses, permits		
Professional dues		
Club dues		
Continuing Education		training to improve or maintain your present skills
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		
Other:		

Travel away from home over-night	
Travel-Lodging	
Travel-Airfare,Bus,Train	
Travel-Rent Car + fuel	
Travel-Cab, Limo,Shuttle	
Travel-Parking, Tolls	
Travel-Meals (actual) or	
Travel-Meals (per diem)	
Travel-Laundry	

