

WORKSHEET FOR SELF-EMPLOYED

In order for us to maximize your deductions, please complete this worksheet

Client Name _____

Tax Year _____

Accounting & Tax Preparation Fees	
Accounting Software	
Advertising - Business Cards	
Advertising - Magazines	
Advertising - Paper	
Advertising - Radio & Television	
Advertising - Signs	
Advertising - Other	
Automotive Expenses	Complete Auto Worksheet
Alarm Services	
Association Dues/Fees	
Bank Fees (Business Account)	
Business Travel - Hotel	
Business Card Annual Fee	
Business Mileage	Attach Log
Cleaning Supplies	
Contract Labor	
Commission Paid to Others	
Credit Card Merchant Fees	
Delivery Charges	
Education - Books	
Education - Courses	
Education - Conventions	
Education - Mileage	Attach Log
Education - Professional Development	
Education - Seminar	
Entertainment	
Equipment & Product Holders	
Equipment Repairs	
Equipment Rental	
Gifts (\$25 max per person)	
Identification Cases	
Insurance (Employee Benefit or your own?)	
Interest on Business Debt	
Interest on Business Mortgage	
Legal Fees	
Licenses	
Maintenance & Repairs	
Medical - Employee Related	

Medical - Owner Related (1040 Only)	
Notary Fees	
Office Supplies	
Outside Services	
Payroll Paid to Others (W2s)	
Payroll Taxes	
Pest Control	
Postage	
Printing	
Professional Services	
Publications	
Referral Fees	
Rent	
Small Tools	
Software	
Supplies (other than office)	
Taxes	
Telephone - Cell Phone	
Telephone - Landline	
Travel Hotel, Airfare	Attach List
Travel Meals	Attach List
Travel Mileage	Attach Log
Uniforms	
Uniform Cleaning & Laundry	
Union Dues	
Utilities (Water & Power)	
Workman's Comp	
Equipment Purchases	
Description of purchase, dated purchased and total cost including sales tax & freight Attach a detailed list	
Carryover Depreciation (From prior Yr)	Attach Last Yrs Tax Return
Complete Cost of Good Sold Computation	
Beginning Inventory	
Purchases	+
Shipping (related to purchases)	+
Labor (related to purchases)	+
Items withdrawn for personal use	-
Ending Inventory	-
Equals: Cost of Goods Sold	=
Gross Income	
All income including 1099's	