

## SELF EMPLOYED WORKSHEET FOR SOLE PROPRIETORS

To maximize your deductions, please complete this form

Client \_\_\_\_\_ Tax Year \_\_\_\_\_ **Gross Income** \_\_\_\_\_

**PROFESSION** \_\_\_\_\_ **BUSINESS NAME (IF APPLICABLE)** \_\_\_\_\_

Accounting fees		Office supplies-pens, pencils	
Accounting software		Offices supplies – stationery	
Advertising – business cards		Office supplies water delivery	
Advertising – magazines		Outside service	
Advertising other		Pest control	
Advertising paper		Postage	
Advertising radio and TV		Printing	
Advertising signs		Professional service	
Alarm service		Publication – trade journals	
Association dues		Referral fee	
Bad debt		Small tools	
Bank charges business acct		Software	
Bookkeeping		Supplies for business	
Briefcase		Telephone answering service	
Business travel- hotel		Telephone cellular charges	
Business credit card annual fee		Telephone long distance	
Business mileage@----cents per mile		Telephone 2	
Carpet cleaning		Transportation expense	
Casual labor-provide 1099		Travel other	
Commission		Education for seminars	
Cost for goods sold		Entertainment	
Delivery		Equipment repairs	
Dues professional societies		Equipment rental	
Education – books			
Education classes			
Education continuing courses		List Misc Expenses for your profession	
Education convention			

<b>Education mileage ---- per mile</b>			
<b>Education professional dev</b>			
<b>Equipment purchase this yr.</b>			
<b>Freight</b>			
<b>Gifts \$25 max. per person</b>			
<b>Insurance Business</b>			
<b>Legal fees</b>			
<b>License</b>			
<b>Maintenance and contracts</b>			
<b>Notary fees</b>			

