SELF EMPLOYED WORKSHEET FOR SOLE PROPRIETORS

To maximize your deductions, please complete this form

Client_____ **Tax Year**_____

PROFESSION_____ **BUSINESS NAME** (IF APPLICABLE) _____

PLEASE ENTER $$ DOLLAR AMOUNTS

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 2nd line	$
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	$		$
Education mileage ---- per mile	$		$
Education professional dev	$		$
Equipment purchase this yr.	$		$
Freight	$		$
Gifts $25 max. per person	$		$
Insurance Business	$		$
Legal fees	$		$
License	$		
Maintenance and contracts	$		
Notary fees	$		
		Gross Income $_____	

Sole proprietor