

### BUSINESS EXPENSE WORKSHEET

<b>NAME:</b>	<b>TAX YEAR:</b>
<b>S.S.N.:</b>	<b>GROSS INCOME: \$</b>

<b>ACCOUNTING</b>	\$	<b>MISC</b>	\$
<b>ADVERTISING</b>	\$	<b>OFFICE SUPPLIES</b>	\$
<b>ANSWERING SERVICE</b>	\$	<b>PARKING</b>	\$
<b>AUTO (SEE AUTO WORKSHEET)</b>		<b>P.O. BOX RENTAL</b>	\$
<b>BAD DEBTS FROM SALES/SERVICE</b>	\$	<b>POSTAGE</b>	\$
<b>BANK CHARGES &amp; FEES</b>	\$	<b>PROFESSIONAL DUES</b>	\$
<b>BUSINESS GIFTS (\$25 MAX/PERSON/YR)</b>	\$	<b>RENT (OFFICE/STUDIO/EQUIPMENT) SPECIFY:</b>	\$
<b>COST OF GOODS (COGS):</b>		<b>RESEARCH &amp; DEVELOPMENT</b>	\$
<b>MATERIALS AND SUPPLIES</b>	\$	<b>SALARY &amp; WAGES (W-2)</b>	\$
<b>INVENTORY AS OF JAN 1ST</b>	\$	<b>START-UP COSTS (FIRST YEAR ONLY)</b>	\$
<b>INVENTORY AS OF DEC 31ST</b>	\$	<b>STORAGE (NOT PERSONAL)</b>	\$
<b>COMMISSIONS: (OVER \$600/PERSON USE 1099-NEC)</b>	\$	<b>TOOLS</b>	\$
<b>CONTRACT LABOR: (OVER \$600/PERSON USE 1099-NEC)</b>	\$	<b>TRADE PUBLICATIONS &amp; SUBSCRIPTIONS</b>	\$
<b>COMPUTER EQUIPMENT (LIST DATE)</b>	\$	<b>UNIFORMS (NOT STREET WEAR)</b>	\$
<b>CONTINUED EDUCATION:</b>		<b>UNION DUES</b>	\$
<b>CLASSES/SEMINARS</b>	\$	<b>UTILITIES</b>	\$
<b>LICENSES</b>	\$	<b>WEBSITE EXPENSES</b>	
<b>SCHOOL COURSE</b>	\$	<b>SET UP</b>	\$
<b>CERTIFICATIONS</b>	\$	<b>DOMAIN</b>	\$
<b>CLASS MATERIALS</b>	\$	<b>MISC</b>	\$
<b>COPY &amp; PRINTING</b>	\$	<b>TAXES PAID:</b>	
<b>DELIVERY SERVICE</b>	\$	<b>FEDERAL ESTIMATED TAXES PAID:</b>	
<b>DRY CLEANING FOR UNIFORM / UPKEEP</b>	\$	<b>FED - 1ST QUARTER / DATE:</b>	\$
<b>EMPLOYEE BENEFITS PROGRAMS:</b>		<b>FED - 2ND QUARTER / DATE:</b>	\$
<b>PENSIONS</b>	\$	<b>FED - 3RD QUARTER / DATE:</b>	\$
<b>PROFIT SHARING</b>	\$	<b>FED - 4TH QUARTER / DATE:</b>	\$
<b>EQUIPMENT/FURNITURE (LIST DATE &amp; ITEM PURCHASED)</b>		<b>STATE ESTIMATED TAXES PAID:</b>	
	\$	<b>CA - 1ST QUARTER / DATE:</b>	\$
	\$	<b>CA - 2ND QUARTER / DATE:</b>	\$
	\$	<b>CA - 3RD QUARTER / DATE:</b>	\$
<b>INTERNET (%)</b>	\$	<b>CA - 4TH QUARTER / DATE:</b>	\$
<b>INSURANCE:</b>		<b>PAYROLL TAXES</b>	\$
<b>DISABILITY</b>	\$	<b>CITY TAXES</b>	\$
<b>GENERAL LIABILITY</b>	\$	<b>SALES TAX</b>	\$
<b>HEALTH (EMPLOYEES)</b>	\$	<b>TELEPHONE:</b>	
<b>HEALTH (SELF)</b>	\$	<b>CELLULAR - BUSINESS % _____</b>	\$
<b>SUPPLEMENTAL/OTHER</b>	\$	<b>CELL ACCESSORIES</b>	\$
<b>WORKER'S COMP</b>	\$	<b>BUSINESS LINE (SOLELY)</b>	\$
<b>LEGAL &amp; ACCOUNTING FEES</b>	\$	<b>FAX - BUSINESS % _____</b>	\$
<b>LICENSES &amp; PERMITS</b>	\$	<b>TRAVEL EXPENSES:</b>	
<b>MEALS &amp; ENTERTAINMENT</b>	\$	<b>AIRFARE</b>	\$
<b>MAINTENANCE (OFFICE):</b>		<b>HOTEL</b>	\$
<b>JANITORIAL</b>	\$	<b>MEALS</b>	\$
<b>OTHER</b>	\$	<b>TRANSPORTATION</b>	\$
<b>MISC</b>	\$	<b>OTHER</b>	\$
<b>OFFICE SUPPLIES</b>	\$	<b>OTHER EXPENSES (DESCRIBE ITEM)</b>	
<b>PARKING</b>	\$		\$
<b>P.O. BOX RENTAL</b>	\$		\$
<b>POSTAGE</b>	\$		\$

We will prepare your Federal and State Tax Returns based on the information you have submitted to us. It is your responsibility to retain all documents, receipts, cancelled checks and other expenditures which are claimed on your tax returns. Your returns are subject to review by taxing authorities within 4 years of filing.

TAXPAYER SIGNATURE

DATE