

Moneywise Income Tax
GENERAL BUSINESS EXPENSE WORKSHEET
 FILL ONE PER YEAR

YEAR _____

NAME: _____

NAME OF BUSINESS: _____

ADDRESS OF BUSINESS: _____

Months of business in operation 12 months from _____ to _____

Type of Business _____ EIN _____

ADVERTISING: Business cards, Ads, etc		TRAVEL COST: hotel, cab, plane ticket, other, lodging, convention fees	
COMMISSION AND FEES: Bank, ATM		UTILITIES:	
INSURANCE: worker's comp, claims, liability, other		MEALS AND ENTERTAINMENT: Business meals, gifts(\$25 max), tickets, ticket to charity	
INTEREST: loan, business credit card		UNIFORMS: Work clothes, work gloves, work boots	
LEGAL AND ACCOUNTING: Bookkeeping, legal, bonds, permits, TAX PREP FEE		SELF EMPLOYED HEALTH INSURANCE	
OFFICE: Postage, shipping, small tools, computer, fax, other		CONTRACT LABOR (W2-1099) EMPLOYEES	
SUPPLIES: maps, safety supplies, electronic logs. Small office supplies, misc, other		FOOD	
RENT OR LEASE: storage, , rental car, tool rental		RENT OTHER PROPERTY-LOCATION	
MAINTENANCE: Repairs, parts,			
TAXES AND LICENSE:			

TRAVEL: # of nights away _____

City _____ nights out _____

BUSINESS MILES

- job seeking miles
- other temp locations

TOTAL _____

- out of town business
- other
- bank trips
- business meetings

COMMUTING MILES

TOTAL _____

COST OF GOODS SOLD

Inventory at beginning of year: _____ purchases _____

Items for personal use _____ Materials and supplies _____

Other cost _____ Inventory at the end _____

CAR AND TRUCK EXPENSES:

	VEHICLE 1	Vehicle 2	Vehicle 3
Year Make and Model			
Business Mile			
Total Miles			
GASOLINE			
OIL CHANGE			
REPAIRS			
INSURANCE (ONLY COMMERCIAL INS)			
REGISTRATION FEE (COMMERCIAL CARS)			
PARKING FEES AND TOLLS			
INTEREST ON VEHICLE			
IF NEW, PURCHASE PRICE	\$	\$	\$
IF NEW, DATE PURCHASED	/ /	/ /	/ /
If the vehicle was leased . Monthly Payment			