



# Deductions Total Sheet

Business, Self-Employed, 1099, Contract Work, or Rental

**\*If you have more than one business/rental:**

**Please PRINT and fill out this sheet for**

**EACH business.\***

**Keep 100% of your receipts for YOUR records. I don't need them.**

*Provide this Total Sheet to Nichole at your Tax Appointment*

Name of the Business \_\_\_\_\_

Description/Type of business/service/description of rental \_\_\_\_\_

Address of business or rental property \_\_\_\_\_

EIN or TAX ID number for the business \_\_\_\_\_

What year did you start your business/rental? \_\_\_\_\_

Income for the business listed above (all sources):

1099 NEC \_\_\_\_\_

1099 MISC \_\_\_\_\_

Additional Income (income made in cash, check, paypal, venmo, etc.) \_\_\_\_\_

Other \_\_\_\_\_

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**Vehicle Deductions:**

**Year/Make/Model of the vehicle used**

\_\_\_\_\_

**Total miles put on the vehicle for the entire year** \_\_\_\_\_

**Of the total miles how many of them were business miles** \_\_\_\_\_

**Year/Make/Model of the vehicle used (please add second vehicle if necessary)**

\_\_\_\_\_

**Total miles put on the vehicle for the entire year** \_\_\_\_\_

**Of the total miles how many of them were business miles** \_\_\_\_\_

**Advertising (business cards, flyers, facebook ads)** \_\_\_\_\_

**Automotive (oil changes, car repairs, general maintenance)** \_\_\_\_\_

**Business Name Renewal (LLC or Secretary of State)** \_\_\_\_\_

**Domains and/or Domain Renewals** \_\_\_\_\_

**Car Wash** \_\_\_\_\_

**Client Gifts (any gifts purchased that went to a client or prospecting client)** \_\_\_\_\_

**Conference/Education/Continuing Education (classes, conventions, or online courses)** \_\_\_\_\_

**Contract Labor** \_\_\_\_\_

**Dining (any on the go or sit down meals/coffee with clients or potential clients where business transactions occurred or was discussed):**

**Business Dining Restaurants/Coffee Shops -** \_\_\_\_\_

**Business food Gas station/grocery store items for trips** \_\_\_\_\_

**Donations (giving or tithing to charitable qualified organizations)** \_\_\_\_\_

**Other Donations** \_\_\_\_\_

**Event Costs (trade show/booth/room fee/rental)** \_\_\_\_\_

**Groceries (separate personal groceries from business. Business groceries would include any groceries used for business events):**

**Business/Event Groceries/Food items/Catering for business events** \_\_\_\_\_

**Business Insurance** \_\_\_\_\_

**Internet at Home** \_\_\_\_\_

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Internet at Shop/Work Location you pay out of pocket \_\_\_\_\_

Legal / Professional Fees (tax preparation fees, lawyer fees, etc.) \_\_\_\_\_

Uniforms (any clothing deemed necessary for work) \_\_\_\_\_

**Travel:**

Lodging (Hotels, AirBnb's, VRBO, etc.) \_\_\_\_\_

Flights \_\_\_\_\_

Bag fees \_\_\_\_\_

License Renewal \_\_\_\_\_

**Memberships (business related):**

Online business memberships \_\_\_\_\_

Any other professional memberships \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

**Office Equipment & Supplies - Any item over \$50 needs to go on the depreciation list.**

(paper, printer ink/toner, folders, organizers, etc) \_\_\_\_\_

Phone and/or Cell Phone Bill \_\_\_\_\_

Postage / Shipping \_\_\_\_\_

Product/Supplies for customer use \_\_\_\_\_

Products/Supplies for business use \_\_\_\_\_

Rent (Shop/room/building/desk/chair you pay to use for work) \_\_\_\_\_

**Travel:**

Lodging (Hotels, AirBnb's, VRBO, etc.) \_\_\_\_\_

Flights \_\_\_\_\_

Bag fees \_\_\_\_\_

**Transportation:**

Car rental \_\_\_\_\_

Uber/Taxi/Lyft/shuttles, etc. \_\_\_\_\_

**Depreciation Items (any items that cost you over \$50 and can last for over one year):**

[illegible]

### Office in Home:

**Total Square Feet of the Home** \_\_\_\_\_

**Square Feet of office space plus square feet of the restroom used during work** \_\_\_\_\_

**Utilities** \_\_\_\_\_

**HOA dues** \_\_\_\_\_

**Water/Sewer/Trash** \_\_\_\_\_

**Home Insurance** \_\_\_\_\_

**Property Taxes** \_\_\_\_\_

**Home Mortgage/Rent Monthly Payment** \_\_\_\_\_

**Maintenance** \_\_\_\_\_

**Repairs/Upgrades (see depreciation if over \$50)** \_\_\_\_\_

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## Rental Use:

If you own/have a rental (this can a single room rental in the home OR a separate property):

Description of the property (is this an Airbnb, a room in your home, a property, give as much description as possible here)

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Address of the property \_\_\_\_\_

Total Square feet of the property \_\_\_\_\_

How long has it been a rental property \_\_\_\_\_

How many days was it rented \_\_\_\_\_

How many days was it available for rent \_\_\_\_\_

Rental Income \_\_\_\_\_

Cleaning costs \_\_\_\_\_

Maintenance/Repairs \_\_\_\_\_

Property Taxes \_\_\_\_\_

Home Insurance \_\_\_\_\_

What did you pay for the property \_\_\_\_\_

How many years have you owned the property \_\_\_\_\_

Upgrades to the property \_\_\_\_\_

HOA dues \_\_\_\_\_

Please provide the Mortgage Int Statement with your tax documents

Year/Make/Model of the vehicle used to travel back and forth to the rental

Total Miles put on the vehicle for the year \_\_\_\_\_

Total business miles \_\_\_\_\_

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**Extra Notes:**

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