



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

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 _____

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):

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)

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

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 _____

Extra Notes: