



Business Deductions Total Sheet

Business, Self-Employed, 1099, Contract Work

If you have more than one business, please PRINT and fill out this sheet for EACH business.

Provide this Total Sheet to Nichole at your Tax Appointment

BUSINESS DETAILS

Name of the Business _____

Description/Type of
business/service/description _____

Business address _____

EIN or TAX ID number for the
business _____

What year did you start the business? _____

INCOME

Income for the business listed above (all sources):

1099-NEC _____

1099-MISC _____

1099-K _____

Additional Income Not on a 1099 (cash, check, PayPal, Venmo,
etc.) _____

Other _____

VEHICLE DEDUCTIONS

VEHICLE 1

Year/Make/Model of the vehicle _____

Date you started using the vehicle _____

Total miles put on the vehicle for the entire year _____

Of the total miles, how many of them were business miles? _____

Maintenance (oil changes, car repairs, tires, etc.) _____

IF you LEASE your vehicle, what are your monthly payments _____

VEHICLE 2 (If applicable)

Year/Make/Model of the vehicle _____

Date you started using the vehicle _____

Total miles put on the vehicle for the entire year _____

Of the total miles, how many of them were business miles? _____

Maintenance (oil changes, car repairs, tires, etc.) _____

IF you LEASE your vehicle, what are your monthly payments _____

OTHER DEDUCTIONS (ALPHABETICALLY)

Advertising (business cards, flyers, google ads) _____

Business Name Renewal (LLC or Secretary of State) _____

Domains and/or Domain Renewals _____

Car Wash _____

Client Gifts (gift items you purchased that went to a client or prospective client) _____

Conference/Education/Continuing Education (classes, conventions, or online courses) _____

Contract Labor _____

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

Business Dining Restaurants/Coffee Shops _____

Business food NOT in restaurant _____

Donations- Cash or Check (giving or tithing to charitable qualified organizations) _____

Donations- Non-Cash _____

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.) _____

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) _____

Sales Tax _____

Travel:

Lodging (Hotels, AirBnb's, VRBO, etc.) _____

Flights _____

Bag fees _____

Transportation:

Car rental _____

Uber/Taxi/Lyft/shuttles, etc. _____

Uniforms (any clothing deemed necessary for work) _____

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 (if over \$50, use depreciation section) _____

Extra Notes:

Remember: Keep 100% of your receipts, ledgers, books, bank statements and anything else pertaining to your business for YOUR records.