

Business Income and Expenses

Business Name: _____

Product or Service: _____

Gross Income >>

| |
|--|
| |
|--|

Expenses :

| | | |
|------------------------------|--|---|
| Advertising/Marketing | | do not include meals & entertainment |
| Meals & Entertainment | | with a client or prospective client |
| Gifts to clients | | limited to \$25 per year per client |
| Insurance-liability | | do not include health or life insurance |
| Insurance-health (not life) | | only if not covered by employer's plan--yours or spouse |
| Interest expense | | |
| Legal fees | | |
| Accounting & tax prep.fees | | allocable to this business activity |
| Supplies / Materials | | |
| Office supplies | | postage, printing, letterhead, etc. |
| Publications / subscriptions | | |
| Computer expenses | | |
| Telephone | | the cost of your home line is never deductible |
| Cell Phone Service | | |
| Online Service | | |
| Contract Labor | | |
| Rent - equipment | | |
| Rent - office | | |
| Maintenance / cleaning | | |
| Repairs | | |
| Property taxes | | on business property |
| Licenses, permits | | |
| Professional dues | | |
| Club dues | | |
| Continuing Education | | training to improve or maintain your present skills |
| Other: | | |
| Other: | | |
| Other: | | |
| Other: | | |
| Other: | | |
| Other: | | |
| Other: | | |
| Other: | | |
| Other: | | |

| Travel away from home over-night | |
|----------------------------------|--|
| Travel-Lodging | |
| Travel-Airfare,Bus,Train | |
| Travel-Rent Car + fuel | |
| Travel-Cab, Limo,Shuttle | |
| Travel-Parking, Tolls | |
| Travel-Meals (actual) or | |
| Travel-Meals (per diem) | |
| Travel-Laundry | |

