



Business Expenses

EXPENSES		
* A description of items purchased/expenses incurred should be provided for every expense claimed		
TYPE OF EXPENSE	DESCRIPTION OF EXPENSE / ITEMS PURCHASED	COST FOR TAX YEAR
A Advertising <i>(List ads used under description)</i>		\$
B Supplies <i>(List items purchased under description)</i>		\$
		\$
		\$
		\$
		\$
C Interest on Business Loans <i>(provide loan info)</i>		\$
D Machinery Rent/Lease <i>(list items)</i>		\$
E Equipment Rent/Lease <i>(list items)</i>		\$
F Other Business Property Rent/Lease <i>(list items)</i>		\$
G Utilities <i>(list types under description)</i>		\$
H Office Expenses <i>(list types under description)</i>		\$
I Taxes <i>(provide detail on state, federal, property, etc.)</i>		\$
J Licenses & Permits <i>(list types)</i>		\$
K Legal & Professional Services <i>(list types)</i>		\$
L Insurance <i>(list types, do not include medical)</i>		\$
M Cellphone <i>(allocated for business use)</i>	Full annual cost _____	Available for personal use? _____
	Percentage used for business _____	Total allowable expense <i>(annual cost less personal use)</i> \$ _____
N Other <i>(Provide detail in description section)</i>		\$
		\$
		\$
		\$
		\$

EMPLOYEE/CONTRACT LABOR EXPENSE

*Do not include any expense applicable to Cost of Goods Sold

TYPE OF EXPENSE	DESCRIPTION	DOLLAR VALUE
A Fees, Commissions, Salaries <i>(list number of employees and detail on payment)</i>		\$
B Contract Labor <i>(list number of contractors and detail on payment)</i>		\$
C Employee Benefit Programs <i>(list types)</i>		\$

***Ensure all supporting documents including pages used for calculation of total amounts are attached**

I have provided the above information to Advance Tax Service for the preparation of my _____ individual tax return

Taxpayer Signature _____

Date _____

Additional Notes/ Calculations