

BUSINESS PROFESSIONALS DEDUCTIONS

Client: Your Business Name

ID# _____

Tax Year 2016

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Miscellaneous	
Business Cards	
Clerical	
Computer Supplies	
Customer Lists	
Gifts	
Office Supplies	
Postage	
Photocopying	
Printing	
Repairs	
Shipping	
Stationery	
Other _____	
Other _____	
Total	

Professional	
Dues	
E & O Insurance	
Legal & Professional	
Licenses	
Memberships	
Publications	
Seminars	
Continuing Ed	
Resumes	
Other _____	
Other _____	
Total	

Telephone	
Long Distance	
Faxes	
Pay Phone	
Cell Phone Service	
2nd Line	
Answering Service	
Other _____	
Other _____	
Other _____	
Total	

Equipment	
Attache Case	
Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Cell Phone	
Software	
Recorder	
Telephone	
Other _____	
Other _____	
Total	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Other Information	