

# SELF EMPLOYED DEDUCTIONS

NAME		TAX YEAR	
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<b>OPERATING EXPENSES</b>	
Accounting	
Advertising	
Bank Charges	
Marketing	
Cleaning & Maintenance	
Client Gifts	
Courier Service	
Commissions	
Equipement	
Fuel	
Gifts	
Interest	
Printing	
Postage	
Rent (Machinery/Equip)	
Rent (other)	
Repairs	
Refunds	
Stationery	
Software	
Storage	
Supplies	
Taxes & Licenses	
Tools	
Utilities	
Other_____	

The purpose of this worksheet is to help you organize your tax-deductible 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.  
**Please provide documentation for each itemized expense.**

<b>VEHICLE &amp; TRAVEL</b>	
See Vehicle, Travel & Entertainment Worksheet	
<b>PROFESSIONAL</b>	
Continuing Ed	
Dues	
Legal Fees	
Seminars	
Publications	
Other_____	
Other_____	
<b>COST OF GOODS</b>	
Cost of Labor	
Outside Service	
Purchases	
Materials & Supplies	
Other_____	
<b>TELEPHONE</b>	
Cell Phone	
Fax Line	
2nd Line	