# Business Name: Asset Date Purchased Cost Date Placed in Service Out of Service Selling Price Allowance If this is your first year with our firm, please provide a depreciation schedule for all property placed in service in prior years.

Inventory	
Inventory at the beginning of the year	
Purchases	
Cost of labor	
Materials and supplies	
Other costs	
Minus: Inventory at the end of the year	
Total	

Car Expenses			
Mileage	Actual Expenses		
Beginning of year odometer	Gas/oil		
End of year odometer	Insurance		
Business mileage	Parking fees/tolls		
Commuting mileage	Registration/fees		
Other mileage	Repairs		

### **Contact Us**

There are many events that occur during the year that can affect your tax situation. Preparation of your tax return involves summarizing transactions and events that occurred during the prior year. In most situations, treatment is firmly established at the time the transaction occurs. However, negative tax effects can be avoided by proper planning. Please contact us in advance if you have questions about the tax effects of a transaction or event, including the following:

- · Pension or IRA distributions.
- Significant change in income or deductions.
- · Job change.
- Marriage.
- Attainment of age 59½ or 72.
- · Sale or purchase of a business.
- Sale or purchase of a residence or other real estate.

- · Retirement.
- Notice from IRS or other revenue department.
- Divorce or separation.
- Self-employment.
- Charitable contributions of property in excess of \$5,000.

This brochure contains general information for taxpayers and should not be relied upon as the only source of authority.

Taxpayers should seek professional tax advice for more information.

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# Business Expenses Worksheet





NOTES:

### **BUSINESS REVENUE FOR ENTIRE YEAR: \$**

## **Business Expenses Worksheet**

### **Business Name:**

Taxes and Licenses	Utilities Wages	Other
	Taxes and Licenses	Taxes and Licenses Utilities Wages

Business Use of Home						
All Taxpayers		For Daycare Only				
Business use are (square footage)			Hours used for daycare			
Total area of home (square footage)		Total hours in year		8,784 hrs		
	Direct	Indirect		Direct	Indirect	
Mortgage interest			Repairs & Maintenance			
Property taxes			Utilities			
Insurance			Other:			
Rent			Other:			
Depreciation of the Hon	ne					
Lower of cost or FMV			Improvements			
Value of land			Casualty loss			

Travel Expenses				
City Visited (for per diem)	# of days	Travel Expenses		
		Airfare		
		Bus, train, taxi		
		Lodging		
		Parking & tolls		
		Meals (actual receipts)		
		Other:		