

## SELF-EMPLOYMENT WORKSHEET

Client: \_\_\_\_\_

Tax Year: \_\_\_\_\_

The Purpose of this worksheet is help you organization 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.

Ordinary Supplies	Total
Advertising	
Business Cards	
Bank Charges	
Catalogues	
Cleaning and Maintenance	
Commissions	
Demos	
Depreciation & Sect. 179	
Employee Benefits	
Freight	
Gifts	
Interest	
Map Books	
Office Expense	
Pension/Profit Sharing	
Postage/Delivery Expenses	
Printing	
Refunds	
Rent (Machinery/Equipment)	
Rent (Other)	
Repairs	
Sales	
Samples & Promotional	
Seminars & Trade Shows	
Service Charges	
Software	
Storage Fees	
Supplies	
Taxes	
Tools	
Utilities	
Wages	
Other	
Other	
Other	
Total	
Vehicle & Travel	
See Vehicle, Travel an Entertainment Worksheet	

Cost of Goods	Total
Cost of Items for Personal Use	
Cost of Labor	
Inventory at Beginning of the year	
Inventory at End of Year	
Materials and Supplies	
Outside Service	
Purchases	
File Cabinets	
Other	
Other	
Total	
Equipment	Total
Equipment	
Furniture	
Other	
Total	
Professional	Total
Dues	
Insurance	
Legal & Professional	
License	
Publications	
Other	
Other	
Total	
Telephone	Total
Cell Phone	
Long Distance	
Pay Phone	
Other	
Total	
Maintenance & Repairs of Home	
Utilities: Cable	
Utilities: Electric & Gas	
Utilities: Sewer, Water & Trash	
Other	