

HOME BUSINESS/DIRECT SELLER DEDUCTION WORKSHEET

YEAR: _____

INCOME/INVENTORY:

_____ Gross Income Or Receipts
_____ Materials/Purchases
_____ Cost Of Items For Personal Use
_____ Other Costs
_____ Inventory-Beginning Of Year
_____ Inventory-End of Year

AUTO TRAVEL (Miles Only):

_____ Between Jobs Or Job Location
_____ Client Meetings
_____ Continuing Education
_____ Job Seeking (Miles Only)
_____ Out-Of-Town Business Trips
_____ Purchasing Supplies/Materials

BUSINESS BUILDING EXPENSES:

_____ Building Rent/Lease
_____ Utility Expenses
_____ Insurance

CONTINUING EDUCATION:

_____ Correspondence Course Fees
_____ Seminar Registration Fees
_____ Reference Materials & Supplies
_____ Textbooks/Pamphlets

OUT-OF-TOWN EXPENSES:

_____ Airfare/Bus/Taxi
_____ Bridge/Road Tolls/Parking
_____ Car Rentals
_____ Laundry & Laundry Supplies
_____ Lodging
_____ Meals
_____ Taxi/Lyft/Uber/Subway

OFFICE EQUIPMENT/SUPPLIES:

_____ Answering Machine & Supplies
_____ Batteries/Bulbs
_____ Calculator
_____ Computer, Software & Supplies
_____ Copy Machine/Scanner
_____ Desk
_____ Fax Machine & Supplies
_____ Filing Cabinet(s)
_____ Office Supplies
_____ Other Equipment (Specify Below)

MISCELLANEOUS EXPENSES:

_____ Answering Service
_____ Clerical (Temp Service)
_____ Client Gifts/Cards/Parties
_____ Credit Card Fees
_____ Employee Gifts/Cards/Parties
_____ Job Seeking/Resume Assistance
_____ Legal (Protect/Resume Assistance)
_____ Liability Insurance
_____ Publications/Subscriptions
_____ Personnel Salaries/Expenses
_____ Postage/Shipping
_____ Web & Domain Expenses

PROFESSIONAL FSES & DUES:

_____ Association/Union Dues
_____ Credentials/License

SUPPLIES & EXPENSES:

_____ Advertising/Business Cards
_____ Bank Charges
_____ Bookkeeping/Accounting
_____ Briefcase
_____ Business Meals (100% of Meals)
_____ Catalogs/Pamphlets
_____ Demos/Samples/Promotions
_____ Hand Sanitizers/Lotion/Wipes
_____ Map Books/GPS/Directions

TELEPHONE EXPENSES (Business Only):

_____ Cellular/Telephone Service
_____ Fax Line
_____ Internet
_____ Paging Service/Pager/Beeper