

Name _____
SS# _____
Tax Year _____

Debz Bookkeeping & Tax Service
Income Tax Consultant

tel 323-533-3501

Work Sheet for Sales & Business Professionals

AUTO EXPENSES

Make/Model of your Car _____
Odometer on First day of year _____
Odometer on Last day of year _____
Total Miles Driven _____
Date Acquired _____
Is another vehicle available for use? _____
Date first used for Business _____
Purchase Price _____
Yearly Lease Payment _____
Lease Down Payment (1st year only) _____
Gas/Oil _____
Insurance/Year _____
Repairs and Maintenance _____
Wash _____
Parking _____
License Fees _____
Property Tax (look at reg. renewal) _____
Business Use % _____
Total Expenses _____

TRAVEL - OUT OF TOWN

Airfare _____
Car Rental _____
Parking Fees (\$) _____
Taxi _____
Train _____
Bus & Subway _____
Lodging (do not combine w/meals) _____
Meals (do not combine w/lodging) _____
Porter, Bell Captain _____
Laundry _____
Bridge & Highway Tolls _____
Telephone _____
Other: _____

CONTINUING EDUCATION

Correspondence Course Fees _____
Course Registration _____
Materials & Supplies _____
Photography Expense _____
Seminar Fees _____
Textbooks _____
Other: _____

EQUIPMENT PURCHASES

Answering Machine _____
Calculator _____

Fax Machine _____
Pager _____
Telephone _____
Other: _____
Computer _____
Cell Phone _____
Printers _____
Scanners _____

SUPPLIES & EXPENSES

Advertising _____
Bank Charges _____
Bookkeeping _____
Business Cards _____
Clerical Service _____
Computer Software _____
Computer Supplies _____
Customer Lists _____
Entertainment & Meals (enter 100% of exp) _____
Equipment Repair _____
Fax Supplies _____
Gifts _____
Greeting Cards _____
Legal & Professional Services _____
Office Expense _____
Photocopy Expense _____
Postage & Shipping _____
Rent _____
Trade Publications & Map Book _____
Other: _____

TELEPHONE EXPENSES

Cellular Calls _____
Fax Transmissions _____
Paging Service _____
Pay Phone _____
Toll Calls _____
Other: _____

PROFESSIONAL FEES & DUES

Association Dues _____
License _____
Union Dues _____
Other: _____

MISCELLANEOUS EXPENSES

Liability Insurance - Business _____
Subscriptions _____
Resume _____
Other: _____