

Sole Proprietor Small Business Expenses

**Legal and Professional**

Tax Preparation

**Car Mileage**

Business Miles

**Office Expenses**

Postage

Office Supplies

Software

**Taxes and Licenses**

Vendor's License

Sales Tax

**Cost of Goods Sold**

Value of Inventory at Beginning of Year	<input type="text"/>
Purchases	<input type="text"/>
Items purchased for Personal Use	<input type="text"/>
Value of Inventory at End of Year	<input type="text"/>

**Travel, Meals & Entertainment**

Travel (hotels, etc)

Meals  x 50% =

**Utilities**

Cell Phone  x \_\_\_\_\_ % business use =

Internet  x \_\_\_\_\_ % business use =

**Other Expenses**

Bank Charges

Professional Societies

Books, Magazines

Gifts to Clients

Insurance

Advertising

Other:

**Equipment Purchases to be Capitalized**

(used more than one year like computers, furniture, etc)

Item	Date purchased	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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