

Sole Proprietor Small Business Expenses

Legal and Professional

Tax Preparation	
Other	

Office Expenses

Postage	
Office Supplies	
Software	

Taxes and Licenses

Vendor's License	
Sales Tax	

Travel, Meals & Entertainment

Travel (hotels, etc)	
Meals	

x 50% =

Utilities

Cell Phone		x _____%	business use =	<input type="text"/>
Internet		x _____%	business use =	<input type="text"/>

Other Expenses

Bank Charges	
Professional Societies	
Books, Magazines	
Gifts to Clients	
Insurance	
Advertising	
Other:	

Car Mileage

Business Miles

Wages and Contract Labor

please provide copies of W-2s and 1099MISC

Payroll Tax

please provide Form 941

Cost of Goods Sold

Value of Inventory at Beginning of Year	
Purchases	
Items purchased for Personal Use	
Value of Inventory at End of Year	

Equipment Purchases to be Capitalized

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

Item	Date purchased	Cost