

Sole Proprietor Small Business Expenses

Legal and Professional

Tax Preparation	<input type="text"/>
Other	<input type="text"/>

Office Expenses

Postage	<input type="text"/>
Office Supplies	<input type="text"/>
Software	<input type="text"/>

Taxes and Licenses

Vendor's License	<input type="text"/>
Sales Tax	<input type="text"/>

Travel, Meals & Entertainment

Travel (hotels, etc)	<input type="text"/>	
Meals	<input type="text"/>	x 50% = <input type="text"/>

Utilities

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

Other Expenses

Bank Charges	<input type="text"/>
Professional Societies	<input type="text"/>
Books, Magazines	<input type="text"/>
Gifts to Clients	<input type="text"/>
Insurance	<input type="text"/>
Advertising	<input type="text"/>
Other:	<input type="text"/>
	<input type="text"/>

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	<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"/>

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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>