

Business Expense Worksheet

INCOME	2019 Amount
Gross Receipts	

BUSINESS EXPENSES	2019 Amount
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Accounting	
Advertising	
Answering Service/Virtual Assistant	
Bank Charges	
Car & Truck Expenses	
Commissions	
Credit Card Fees	
Delivery and Freight	
Due & Subscriptions	
Independent Contractors	
Insurance (other than Health)	
Janitorial	
Legal & Professional	
Meals	
Miscellaneous	
Office Expense	
Other Interest (not entered elsewhere)	
Outside Services	
Parking & Tolls	
Postage	
Printing	
Rent (office)	
Rent (vehicles, machinery, equipment)	
Repairs	
Security	
Supplies	
Telephone	
Tools	
Travel	
Uniforms	
Utilities	

Other:

AUTO INFORMATION	2019 Amount
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Description of Automobile	
Total Mileage (for the tax year)	
Total Business Mileage	
Auto License	
Gasoline	
Insurance	
Interest (car loan only)	
Miscellaneous	
Parking Fees	
Repairs	
Tires	
Vehicle Lease Payments	

BUSINESS USE OF HOME	2019 Amount
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Business Use Area (square footage)	
Total Area of Home (square footage)	

INDIRECT EXPENSES	2019 Amount
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* Indirect expenses are for keeping up and running your entire home. They benefit both the business and personal parts of your home.

Mortgage Interest	
Property Taxes	
Insurance	
Miscellaneous	
Rent	
Repairs and Maintenance	

Other:

DIRECT EXPENSES	2019 Amount
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* Direct expenses benefit only the business part of your home. They include painting or repairs made to specific areas or rooms used for business.

Repairs and Maintenance	
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Other:
