

EXPENSE WORKSHEET

SELF-EMPLOYMENT | S-CORPORATION | C-CORPORATION | LLC



COMPANY NAME:

CLIENT NAME:

TAX YEAR:

MY GROSS SALES/RECEIPTS FOR
WERE:

TOTAL BUSINESS EXPENSES FOR
ARE:

TYPE OF BUSINESS:

WHAT YEAR DID YOU BEGIN BUSINESS?

I KEEP RECORDS OF MY BUSINESS INCOME AND EXPENSES:

PAID OVER \$600 TO ONE OR MORE INDEPENDENT CONTRACTORS AND

YES NO

NEED 1099'S PREPARED: YES NO

ADVERTISING	RENT NONRESIDENCE
CELL PHONE BUSINESS-RELATED % WILL BE TAKEN	REPAIRS & MAINTENANCE NON-AUTO
CLEANING SUPPLIES	SUBSCRIPTIONS BUSINESS-RELATED
COMMISSIONS & FEES	SUPPLIES
OUTSIDE SERVICES	TAXES & LICENSES
CREDIT CARD MERCHANT FEES	TRAVEL
EDUCATION - PROF. DEVELOPMENT COURSES/ TRAINING	TRADE SHOW FEES
EMPLOYEE BENEFITS BUSINESS-RELATED	MEALS BUSINESS-RELATED
EQUIPMENT	UTILITIES BUSINESS-RELATED % WILL BE TAKEN
INSURANCE BUSINESS-RELATED % WILL BE TAKEN.	UNIFORMS
LEGAL & PROFESSIONAL SERVICES	UNIFORM CLEANING & LAUNDRY
OFFICE EXPENSE	UNION DUES

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BUSINESS AUTO BUSINESS-RELATED % TAKEN FOR NONPROFESSIONAL DRIVERS		DEPRECIATION DID YOU PURCHASE ANYTHING OVER \$2000 FOR YOUR BUSINESS?	
TYPE OF AUTO:		ITEM NAME:	
DATE BEGAN USING FOR BUSINESS		DATE PURCHASED	
BUSINESS MILES		ITEM COST	
GAS/FUEL		BUSINESS % USED	
AUTO INSURANCE			
LICENSES / REGISTRATION		ITEM NAME:	
AUTO REPAIR / MAINTENANCE		DATE PURCHASED	
PARKING / TROLLS		ITEM COST	
INDUSTRY EXPENSES			
OTHER:		BEGINNING INVENTORY (VALUE OF INVENTORY ON 1/1 - 1ST YEAR)	
OTHER:		PURCHASES LESS PERSONAL	
OTHER:		COST OR LABOR	
OTHER:		MATERIALS AND SUPPLIES	
OTHER:		OTHER COST	
OTHER:		ENDING INVENTORY	
OTHER:			

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CAN YOU PROVIDE ANY DOCUMENTATION BELOW TO SUBSTANTIATE YOUR BUSINESS?

	LIST ANY OTHER DOCUMENTATION YOU CAN PROVIDE TO SUBSTANTIATE YOUR BUSINESS
<input type="checkbox"/> BUSINESS CARDS	
<input type="checkbox"/> BUSINESS STATIONERY	
<input type="checkbox"/> RECEIPTS	
<input type="checkbox"/> BUSINESS/OCCUPATIONAL LICENSE	
<input type="checkbox"/> ADVERTISEMENTS (NEWSPAPER, FLIER, ETC.)	

By signing this form, I confirm that I have provided **MJS & Associate** with accurate information, supported by the necessary documents. I have ensured that I retain all the documents and other data that form the basis of my income and deductions on this return. This includes receipts, invoices, bank statements, and other relevant documents.

"I declare under penalty of perjury that the information provided, whether written or verbal, is true and accurate. This means that I am legally bound to ensure that the provided information is truthful and correct. Falsifying or misrepresenting information could result in civil or criminal penalties."

THIS DOCUMENT WAS EXECUTED ON _____

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

As per the IRS, it is mandatory to report all income you receive, regardless of the source. You must also keep and maintain records to support all the items mentioned on your return. For claiming deductions related to charitable contributions, travel, auto mileage, computer use, etc., specific written records are necessary. At MJS & Associates, we are your advisors and preparers, but you are ultimately responsible for your return accuracy and overall correctness.