

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

CELL PHONE

BUSINESS-RELATED % WILL BE TAKEN

CLEANING SUPPLIES

COMMISSIONS & FEES

OUTSIDE SERVICES

CREDIT CARD MERCHANT FEES

EDUCATION - PROF. DEVELOPMENT

COURSES/ TRAINING

EMPLOYEE BENEFITS

BUSINESS-RELATED

EQUIPMENT

INSURANCE

BUSINESS-RELATED % WILL BE TAKEN.

LEGAL & PROFESSIONAL SERVICES

OFFICE EXPENSE

RENT

NONRESIDENCE

REPAIRS & MAINTENANCE

NON-AUTO

SUBSCRIPTIONS

BUSINESS-RELATED

SUPPLIES

TAXES & LICENSES

TRAVEL

TRADE SHOW FEES

MEALS

BUSINESS-RELATED

UTILITIES

BUSINESS-RELATED % WILL BE TAKEN

UNIFORMS

UNIFORM CLEANING & LAUNDRY

UNION DUES

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BUSINESS AUTO

BUSINESS-RELATED % TAKEN FOR NONPROFESSIONAL DRIVERS

TYPE OF AUTO:

DATE BEGAN USING FOR BUSINESS

BUSINESS MILES

GAS/FUEL

AUTO INSURANCE

LICENSES / REGISTRATION

AUTO REPAIR / MAINTENANCE

PARKING / TROLLS

INDUSTRY EXPENSES

OTHER:

OTHER:

OTHER:

OTHER:

OTHER:

OTHER:

OTHER:

OTHER:

DEPRECIATION

DID YOU PURCHASE ANYTHING OVER \$2000 FOR YOUR BUSINESS?

ITEM NAME:

DATE PURCHASED

ITEM COST

BUSINESS % USED

ITEM NAME:

DATE PURCHASED

ITEM COST

BUSINESS % USED

COST OF GOODS SOLD

ONLY USE THIS SECTION IF YOU SELL PRODUCTS

BEGINNING INVENTORY
(VALUE OF INVENTORY ON 1/1 - 1ST YEAR)

PURCHASES LESS PERSONAL

COST OR LABOR

MATERIALS AND SUPPLIES

OTHER COST

ENDING INVENTORY

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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

____ BUSINESS CARDS

____ BUSINESS STATIONERY

____ RECEIPTS

____ BUSINESS/OCCUPATIONAL LICENSE

____ 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.