



# Section Three - Ordinary Business Expenses

Things that **DO NOT** go here: Capital Expenses, Home Office Expenses, Vehicle Expenses, and Personal Expenses. If the expense has a line for percentage Business Use, it needs to be completed.

Cost of Goods Sold / Materials (if applicable) \$ \_\_\_\_\_

Advertising	\$ _____	Accounting	\$ _____
Commissions	\$ _____	(NOT Tax Preparation Fees!)	
Contract Labor	\$ _____	Bank Charges	\$ _____
Employee Benefits	\$ _____	Computer Expenses	\$ _____
Insurance - Health *	\$ <u>ACW Page 1</u>	Dues & Subscriptions	\$ _____
Insurance - Liability	\$ _____	Education (Business)	\$ _____
Interest Expense	\$ _____	Freight & Shipping	\$ _____
LLC Fees	\$ _____	Gifts to Clients	\$ _____
Legal Expenses	\$ _____	Internet Access	\$ _____
Professional Svcs	\$ _____	% Business Use	____ %
Office Expenses	\$ _____	Merchant Fees	\$ _____
Rent - Equipment	\$ _____	On-Line Services	\$ _____
Rent - Building	\$ _____	Phone - Office	\$ _____
Repairs & Maint.	\$ _____	% Business Use	____ %
Supplies	\$ _____	Phone - Cell	\$ _____
Taxes - Fees	\$ _____	% Business Use	____ %
Taxes - Licenses	\$ _____	Phone - Other	\$ _____
Taxes - Payroll	\$ _____	% Business Use	____ %
Travel	\$ _____	Post Office/Postage	\$ _____
Meals with Clients	\$ _____	Printing & Copies	\$ _____
Utilities	\$ _____	Web Site Expenses	\$ _____
Wages (Payroll)	\$ _____	Unclassified	\$ _____

### Other Expenses (Specify)

	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	

# Section Four - Vehicle Expenses

## List Only Vehicle Expenses Here - Nothing Else

Complete lines 1 through 4 for each vehicle used in the business. Do NOT complete lines 5 through 10 - UNLESS you are a freight, logistics, shipping or trucking company. Then you do need to complete those items as well. Use additional forms if necessary.

	Vehicle 1	Vehicle 2	Vehicle 3
1) Vehicle Description	_____	_____	_____
2) Miles Driven Last Year (business AND personal, <u>ALL</u> miles)	_____	_____	_____
3) Business Miles Last Year (business mileage <u>ONLY</u> )	_____	_____	_____
4) Parking and Tolls	\$ _____	\$ _____	\$ _____

**Standard Mileage Rate is \_\_\_\_\_ cents per mile (\_\_\_\_\_).** This yields the best deduction almost every time. If you operate a freight or trucking company, use the "Actual Expenses" listed below. Everyone else - don't ☺

5A) Purchase Price	\$ _____	\$ _____	\$ _____
or			
5B) Lease Payment	\$ _____	\$ _____	\$ _____
6) <u>Annual</u> Interest Paid (if making monthly payments)	\$ _____	\$ _____	\$ _____
7) Gasoline	\$ _____	\$ _____	\$ _____
8) Insurance	\$ _____	\$ _____	\$ _____
9) Maintenance & Repair	\$ _____	\$ _____	\$ _____
10) Cleaning & Washing	\$ _____	\$ _____	\$ _____