

Business assets (such as computer, copier)

	Asset 1	Asset 2	Asset 3
Name of asset	_____	_____	_____
Date purchased	_____	_____	_____
Amount paid for asset (including tax)	_____	_____	_____
Percent used for business	_____	_____	_____
Insurance (liability insurance, lost business insurance, do not include home owners insurance)			_____
Interest (business loan interest, do not include mortgage interest on home)			_____
Legal and professional (Business tax preparation, Hitt Record Keeping System, other professional or legal services)			_____
Office expense (Postage, UPS, office supplies, business cards, photocopies)			_____
Rent or lease: vehicles, machinery or equipment			_____
Rent or lease: other business property			_____
Repairs and maintenance (for assets used in business)			_____
Supplies			_____
Taxes and licenses (payroll taxes if you have employees, other taxes and licenses)			_____
Travel (air travel, taxi, bus, lodging, gratuities)			_____
Meals and entertainment (meals when away from home overnight or for business meetings, entertainment)			_____
Phone (long distance calls, additional business features, second business line or cell phone for business)			_____
Wages (W-2 wages paid to employees)			_____
Bank service charges (business checking and savings account fees, printing business checks)			_____
Continuing Education			_____

Internet and software _____

Professional dues _____

Any other expenses (please specify) _____

Any other expense (please specify) _____

Office in the Home Deduction

Mortgage interest (only include interest from mortgages that were used to purchase, build, or improve the home) _____

Real estate taxes _____

Home owners (or renters) insurance _____

Repairs and maintenance for entire home _____

Repairs and maintenance for office area _____

Home improvements to entire home _____

Home improvements to office area _____

Utilities: Gas and electric _____

Water and sewer (can only be deducted for certain businesses) _____

Rent (if living in apartment or rented home) _____

Home's adjusted basis _____

Value of land _____

Date home first used for office in home _____

Square feet of entire home _____

Square feet of area used for office _____

Please contact me if you have any questions filling out this form.