

Tax Deductions for: BUSINESSES

In order to deduct expenses in your trade or business, you must show that the expenses are "ordinary and necessary." An ordinary expense is one that is customary in your particular line of work. A necessary expense is one that is appropriate but not necessarily essential in your business. The application of these terms to you relies heavily on the "facts and circumstances" of your unique situation.

PROFESSIONAL Fees & Dues:

Association Dues
License
Professional Associations
Union Dues
Other: _____
Other: _____
Other: _____
Other: _____

CONTINUING Education:

Correspondence Course Fees
Course Registration
Lab Fees
Materials & Supplies
Photocopy Expenses
Reference Materials
Research Expenses
Seminar Fees
Textbooks
Other: _____
Other: _____
Other: _____
Other: _____

COMMUNICATION Expenses:

Cellular Calls
Fax Transmission
Pay Phone
Toll Calls
Internet Access
Other: _____
Other: _____
Other: _____
Other: _____
Other: _____

AUTO Travel:

Between Jobs or Job Locations (mi)
Client Meetings (mi)
Continuing Education (mi)
Out-of-Town Business Trips (mi)
Purchasing Job Supplies & Materials (mi)
Professional Society Meetings (mi)
Parking Fees (\$)
Tolls (\$)
Other: _____
Other: _____
Other: _____

SUPPLIES & Expenses:

Briefcase
Business Meals (enter 100% of expense)
Business Cards
Clerical Service
Computer Supplies
Customer Lists
Entertainment (enter 100% of expense)
Equipment Repair
Fax Supplies
Gifts
Greeting Cards
Legal & Professional Services
Office Expenses
Photocopy Expenses
Postage
Shipping/Delivery Services
Stationery
Technical Publications
Other: _____
Other: _____
Other: _____
Other: _____
Other: _____

EQUIPMENT Purchases:

Answering Machine
Calculator
Copy / Fax Machine
Pager
Recorder
Telephone
Computer
Software
Small Tools/Parts
Other: _____

OUT-OF-TOWN Travel:

Airfare
Bridge & Highway Tolls
Bus & Subway
Car Rental
Laundry
Lodging (do not combine with meals)
Meals (do not combine with lodging)
Parking
Taxi
Telephone Calls (including home)
Train
Other: _____

MISCELLANEOUS Expenses:

Bank Fees
Liability Insurance—Business
Subscriptions
Repairs/Maintenance
Self-Employed Health Insurance
Utilities
Credit Card Interest
Financial Services
Other: _____