

PROFESSIONAL / ATTORNEY / ACCOUNTANT		TAXPAYER	SPOUSE	
BUSINESS INCOME – 1099, cash, Paypal, Venmo (not W2 or brokerage)				
ADVERTISING – bus. cards, website				
CONTRACT LABOR – subcontract labor, assistants				
INSURANCE – business (not health or vehicle)				
INTEREST – paid on business expenses				
LEGAL & PROFESSIONAL – tax preparation, accounting, legal				
OFFICE EXPENSE – internet, postage, UPS, FedEx, messengers				
REPAIRS – computer, equipment, phone				
SUPPLIES – paper, batteries, toner				
TELEPHONE – cell phone, landline				
TRAVEL – airfare, hotels, cabs				
MEALS – business meals, train				
COURT FILING FEES				
COMPUTER SUBSCRIPTIONS – DropBox, Adobe, Microsoft Office				
EDUCATIONAL/COACHING – classes, seminars, workshops				
PROFESSIONAL MEMBERSHIPS – bar dues, license renewal				
PROMOTIONAL – client gifts				
RESEARCH				
TRADE PUBLICATIONS – industry mags, books, newspaper subscriptions				
EQUIPMENT & SOFTWARE PURCHASES – total				
FEDERAL INCOME TAX PAYMENT – extension, estimated tax				
STATE INCOME TAX PAYMENT – extension, estimated tax				
RETIREMENT CONTRIBUTION – SEP, IRA, Roth IRA				
MEDICAL INSURANCE				
MEDICAL EXPENSE				
REAL ESTATE TAX				
MORTGAGE INTEREST				
CHARITY – cash, check				
CHARITY – non-cash contributions, Goodwill, Salvation Army, Out of The Closet				
HOME OFFICE	VEHICLE EXPENSE		VEHICLE 1	VEHICLE 2
BUS. USE SQ FT		YEAR ACQUIRED & TYPE		
TOTAL SQ FT		TOTAL MILEAGE ADDED THIS YEAR		
INSURANCE		BUS. MILEAGE ADDED THIS YEAR		
RENT		PARKING		
REPAIRS		GASOLINE OR APPROX MILES PER GAL.		
UTILITIES		REPAIRS, TIRES, TUNE-UPS		
		INSURANCE		
		REGISTRATION/DMV		
		LEASE EXPENSE		

