

Taxpayer Name \_\_\_\_\_

## 2016 Business Deductions Worksheet

**\*\* Please do not ROUND - Actual numbers are required\*\***

Business Activity \_\_\_\_\_  
Business Name \_\_\_\_\_  
EIN # \_\_\_\_\_

Does your business have a different address? Yes No  
Did you issue all 1099s to contractors? Yes No  
Did you make any major equipment purchases over \$2,500? \_\_\_\_\_

**Business Income** (All bank deposits are income unless proven otherwise)  
\$ \_\_\_\_\_ 1099 Misc Income - Received from: \_\_\_\_\_  
\$ \_\_\_\_\_ Other Cash and Check Income \_\_\_\_\_  
\$ \_\_\_\_\_ Credit Card Income \_\_\_\_\_  
\$ \_\_\_\_\_ Returns and Allowances \_\_\_\_\_  
\$ \_\_\_\_\_ Total Gross Sales and Receipts \_\_\_\_\_

Business Auto Expense	
Did you have more than one vehicle for business purposes?	Yes
*If yes, please use Multiple Vehicle Worksheet	No
_____ Year, Make and Model of Vehicle	
_____ Date Auto Began Business Use	
_____ Number of Business Miles (to 1099 jobs and other business use)	
_____ Total Commuting Miles (to W2 jobs)	
_____ Total Miles Driven For the Year	Mileage Wksht Attached
_____ % of Business Use	
_____ Odometer Reading Beginning the Year as of _____	
_____ Odometer Reading Ending the Year as of _____	
\$ _____ Total Fuel Expenses	
\$ _____ Total Auto Insurance Paid	
\$ _____ Total Auto Lease Paid	
\$ _____ Total Auto Repairs Paid	
\$ _____ Total Auto Purchase Price	
\$ _____ Total Auto Loan Interest	

Business Use of Home	
Did you have more than one home used for business?	Yes
*If yes, please use Multiple Home BUH Worksheet	No
_____ Square Footage of Home	
_____ Square Footage of Area used for Business	
\$ _____ Rent Expense	
\$ _____ Utilities	
\$ _____ Mortgage Interest	
\$ _____ Real Estate Taxes	
\$ _____ Repairs and Maintenance	
\$ _____ Home Insurance	

## Use my Statements and Receipts for Deductions

**Business Expenses**

\$ \_\_\_\_\_ Bank Service Charges  
\$ \_\_\_\_\_ Business Gifts (limited to \$25 per gift)  
\$ \_\_\_\_\_ Business Meals and Entertainment  
\$ \_\_\_\_\_ Classes and Training Education  
\$ \_\_\_\_\_ Commissions and Fees  
\$ \_\_\_\_\_ Classes and Training Education  
\$ \_\_\_\_\_ Computer Expenses  
\$ \_\_\_\_\_ Contract Labor  
\$ \_\_\_\_\_ Employee Benefit Programs  
\$ \_\_\_\_\_ Equipment Rental  
\$ \_\_\_\_\_ Health Insurance  
\$ \_\_\_\_\_ Interest Expense (on business debt)  
\$ \_\_\_\_\_ Insurance (other than health)  
\$ \_\_\_\_\_ Internet Service \_\_\_\_\_ % of Biz Use  
\$ \_\_\_\_\_ Legal and Professional Services  
\$ \_\_\_\_\_ Marketing and Promotion (include website)  
\$ \_\_\_\_\_ Office Rent (dedicated office)  
\$ \_\_\_\_\_ Office Supplies and Expenses  
\$ \_\_\_\_\_ Postage and Printing  
\$ \_\_\_\_\_ Professional Dues and Subscriptions  
\$ \_\_\_\_\_ Professional Memberships and Union Dues  
\$ \_\_\_\_\_ Repairs and Maintenance  
\$ \_\_\_\_\_ Supplies, Equipment, Luggage  
\$ \_\_\_\_\_ Tax Preparation Fee (paid in this tax year)  
\$ \_\_\_\_\_ Taxes, Licenses and Permits  
\$ \_\_\_\_\_ Telephone Expense \_\_\_\_\_ % of Biz Use  
\$ \_\_\_\_\_ Trade Publications  
\$ \_\_\_\_\_ Transportation (Cabs, Parking, Fees and Tolls)  
\$ \_\_\_\_\_ Travel (Air, Lodging, Car Rental)  
\$ \_\_\_\_\_ Travel Meals  
\$ \_\_\_\_\_ Utilities (in dedicated Office Space)  
\$ \_\_\_\_\_ Wages Paid (through payroll)  
\$ \_\_\_\_\_ Other: \_\_\_\_\_  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**Inventory & Cost of Goods Sold**

\_\_\_\_\_ Opening Inventory (1/1/2016)  
\_\_\_\_\_ Closing Inventory (12/31/16)  
\$ \_\_\_\_\_ Purchases (COG Inventory Items)  
\$ \_\_\_\_\_ Inventory Used Personally  
\$ \_\_\_\_\_ Inventory Samples given away