

SPECIALTY WORK SHEET for the SELF-EMPLOYED

In order to maximize your deductions, please complete this form.

CLIENT _____

TAX YEAR _____

Accounting Fees		Office Supplies - Pens, Pencils, etc.	
Accounting Software		Office Supplies - Stationary	
Advertising - Business Cards		Office Supplies - Water Delivery	
Advertising - Magazines		Outside Service	
Advertising - Other		Payroll Paid to Others (W2's)	
Advertising - Paper		Payroll Taxes	
Advertising - Radio and Television		Pest Control	
Advertising - Signs		Postage	
Alarm Service		Printing	
Association Dues		Professional Services	
Auto Equipment Holders		Publications - Trade Books	
Bad Debts		Publications - Trade Journals	
Bank Charges (Business Account)		Referral Fees	
Bookkeeping		Small Tools	
Briefcase		Software	
Business Travel - Hotel		Sub Contractors	
Business Credit Card Annual Fee		Supplies	
Business Mileage @ _____ cents per mile		Taxes	
Carpet Cleaning		Telephone - Answering Service	
Casual Labor - Provide 1099 or Payroll		Telephone - Cellular Phone Charges	
Clipboards		Telephone - Long Distance	
Commissions		Telephone - Other	
Cost of Goods Sold		Telephone - Pay Phone Charges	
Credit Card Acceptance Service Fees		Tools	
Delivery		Transportation Expenses	
Dues - Professional Societies		Travel - Other	
Education - Books		Travel @ _____ cents per mile	
Education - Classes		Uniforms - Shirts, Shoes, Repairs and Purchases	
Education - Continuing Education Courses		Uniform Laundry	
Education - Conventions		Union Dues	
Education - Mileage @ _____ cents per mile		Workman's Comp	
Education - Professional Development			
Education for Seminars			
Emblems for Uniforms			
Entertainment		Equipment Purchase This Year	
Equipment Repairs		Equipment Depreciation (From Prior Years)	
Equipment Rental			
Freight			
Gifts (\$25 Maximum Per Person)		Cost of Goods Sold Computation	
Identification Case		Beginning Inventory	
Insurance		Plus: Purchases	
Interest on Business Debt		Less: Withdrawn for Personal Use	
Interest on Business Mortgage		Equals: Goods Available for Sale	
Legal Fees		Less: Ending Inventory	
License		Equals: Cost of Goods Sold	
Maintenance and Maintenance Contracts			
Medical - Employee Related			
Medical - Owner Related (1040 Only)			
Notary Fees			
		GROSS INCOME:	

THE ABOVE EXPENSES ARE ORDINARY AND NECESSARY IN MY LINE OF WORK AS A SELF-EMPLOYED PERSON.