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Worksheet for Service Business

2024

Income

Gross Receipts _____

Deductions

- **Tax Preparation** _____
- **Auto Expenses** – You must supply total miles driven and total business miles for each vehicle for the year.

Start of the Year Odometer reading and date _____ / ____ /2024

End of the Year Odometer reading and date _____ / ____ /2024

If no odometer readings, supply readings and dates from 2 or 3 repair or oil change bills from 2024.

	Vehicle 1	Vehicle 2
Total miles	_____	_____
Total Business miles	_____	_____
Gas, oil, lube –		
electric vehicles will estimate electricity	_____	_____
Repairs	_____	_____
Tires/batteries/supplies	_____	_____
Insurance	_____	_____
Lease cost & rentals	_____	_____
Wash & wax	_____	_____
Auto Club	_____	_____
Loan Interest (Schedule C)	_____	_____
License (DMV Renewal)	_____	_____
Sales tax – if you purchased a car	_____	_____
Parking	_____	_____

****Bring purchase papers for newly acquired vehicles.****

• Travel

Cities _____ # of days _____

Air Fares	_____	Cost of Lodging	_____
Meals	_____	Baggage Fees	_____
Laundry and Cleaning	_____	Phone/Internet/Wifi	_____
Local Transportation	_____	Other	_____

(Taxis, uber/lyft, subways, car rental, shuttles to and from airport)

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- **Business Meals**(Business meetings in restaurants).....
- **Accounting**.....
- **Advertising**.....
- **Association Dues**.....
- **Bank Charges** (business account).....
- **Business Gifts** (STILL Limited to \$25 per gift/per person per year).....
- **Commissions**.....
- **Continuing Education**.....
- **Communications: Cellular/Smart Phone Service**.....
 - Telephone Land Line**.....
 - Fax/Modem Line**.....
 - Internet Access**.....
- **Delivery**.....
- **Equipment Rental**.....
- **Insurance**.....
- **Interest Expense** (business loan or business credit card).....
- **Janitorial Services**.....
- **Laundry and Cleaning**.....
- **Legal and Professional Fees**.....
- **Licenses and Permits**.....
- **Maintenance**.....
- **Office Supplies and Expenses**.....
- **Office in Home** (if you qualify)
 - Sq. Footage of Entire Home _____ Total Rent/Mort. Int. for Year _____
 - Sq. Footage of Office Area _____ Total Utilities for Year _____
- **Online Storage/File Exchange (Dropbox, Vimeo)**.....
- **Outside Services** (Fees you paid to others).....
- **Pension and Profit Sharing Plans**.....
- **Postage**.....
- **Printing**.....
- **Rent on Business Property**.....
- **Repairs to Equipment** (other than car).....
- **Social Media Expense**.....
- **Supplies (Other)**.....
- **Taxes** (business, property, payroll, sales).....
- **Tools**.....
- **Trade Publications**.....
- **Training**.....
- **Uniforms**.....
- **Website Construction/Maintenance/Hosting Fees**.....
- **Business Equipment**

<u>Description</u>	<u>Purchase Date</u>	<u>Cost Including Tax</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
- **Other related expenses for which you see no category, write 'em down. You never know!!!!**