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Worksheet for Service Business

2025

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 _____ / ____ /2025

End of the Year Odometer reading and date _____ / ____ /2025

If no odometer readings, supply readings and dates from 2 or 3 repair or oil change bills from 2025.

	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)..... _____
- **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./RE Tax** _____
 - **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**..... _____
- **Software and Software Subscriptions**..... _____
- **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!!!!**