

Your Name:	Business Name:	EIN:
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■ BUSINESS EXPENSES

Instructions: DOLLARS ONLY, NO CENTS. Note: Employee expenses are no longer deductible at the federal level but maybe deductible at the state level.

EXPENSE CATEGORY	BIZ	EMPL	EXPENSE CATEGORY	BIZ	EMPL
Advertising and Promotion:			Supplies, other than office		
Website Expenses					
Commissions and fees:					
Bank charges on business accounts			Business Taxes and licenses		
Dues and professional memberships			Travel: use separate worksheet		
Contract labor (See Independent Contractor paragraph, below)			Meals and entertainment with clear business purpose		
Insurance for business (not health)			Utilities for office (not home)		
Interest on business loans			Wages paid with tax withheld		
Professional services			<i>Other Expenses</i>		
Legal fees incurred for business			Business gifts limited to \$25 per recipient		
Accounting fees			Education to further career		
Office supplies, stationery:			Research:		
Copies and printing			Books and other research material		
Internet access – <i>Report the business % of the total cost</i>			Trade publications		
Messengers, delivery services			Resume		
Postage			Telephone: Cell – Business percentage <i>Report the business % of the total cost</i>		
Software/Subscriptions			Telephone: Other- Business use		
Rent:100% business only, not home. (See Home Office Organizer to report those expenses.)			Transportation: local, non-commuting, job to job or job search		
Studio					
Equipment					
Storage					
Repairs and maintenance					
			Did you make payments for which you are required to issue 1099's?	Yes	No
			If so, did you issue 1099's?	Yes	No

INDEPENDENT CONTRACTORS	<i>Provide name, address, Soc. Sec. number and amount paid to each person you paid more than \$600 in 2021 for business services. We will generate forms 1099's and associated paperwork for these independent contractors. Should be mailed to contractors by Jan. 31, 2022.</i>
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EQUIPMENT	<i>On a separate sheet, list equipment purchased during tax year. Include a description ("computer"), date purchased and total price including tax, shipping, etc. Items under \$300 or with a useful life of less than one year can be bundled together and included above under "Supplies."</i>
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