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

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| 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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