Business Name: Asset Date Purchased Cost Date Placed in Service Out of Service Selling Price Allowance

If this is your first year with our firm, please provide a depreciation schedule for all property placed in service in prior years.

Inventory	
Inventory at the beginning of the year	
Purchases	
Cost of labor	
Materials and supplies	
Other costs	
Minus: Inventory at the end of the year	
Total	

Car Expenses					
Mileage	Actual Expenses				
Beginning of year odometer		Gas/oil			
End of year odometer		Insurance			
Business mileage		Parking fees/tolls			
Commuting mileage		Registration/fees			
Other mileage		Repairs			

Contact Us

There are many events that occur during the year that can affect your tax situation. Preparation of your tax return involves summarizing transactions and events that occurred during the prior year. In most situations, treatment is firmly established at the time the transaction occurs. However, negative tax effects can be avoided by proper planning. Please contact us in advance if you have questions about the tax effects of a transaction or event, including the following:

- Pension or IRA distributions.
- Significant change in income or deductions.
- Job change.
- Marriage.
- Attainment of age 59½ or 73.
- Sale or purchase of a business.
- Sale or purchase of a residence or other real estate.

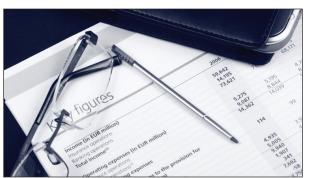
- · Retirement.
- Notice from IRS or other revenue department.
- Divorce or separation.
- Self-employment.
- Charitable contributions of property in excess of \$5,000.

This brochure contains general information for taxpayers and should not be relied upon as the only source of authority.

Taxpayers should seek professional tax advice for more information.

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Business Expenses Worksheet





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Business Expenses Worksheet

Business Name:

Date	Advertising	Commissions and Fees	Contract Labor	Employee Benefit Programs	Insurance (other than health)	Interest	Legal and Professional Fees	Office Expense	Pension and Profit-Sharing Plans	Rent or Lease	Repairs and Maintenance	Supplies	Taxes and Licenses	Utilities	Wages	Other
Totals																

Business Use of Home							
All Ta	xpayers		For Daycare Only				
Business use are (squar	re footage)		Hours used for daycare				
Total area of home (squa	Total area of home (square footage)			Total hours in year			
	Direct	Indirect		Direct	Indirect		
Mortgage interest			Repairs & Maintenance				
Property taxes			Utilities				
Insurance			Other:				
Rent			Other:				
Depreciation of the Home							
Lower of cost or FMV			Improvements				
Value of land		Casualty loss					

Travel Expenses							
City Visited (for per diem)	# of days	Travel Expenses					
		Airfare					
		Bus, train, taxi					
		Lodging					
		Parking & tolls					
		Meals (actual receipts)					
		Other:					