

Small Business Expenses

This spreadsheet is for recording the expenses of a small business (start-up or solo practice)
It does not have built in space for recording the business expenses of employees. If you have employees,
those expenses will also need to be reported as business expenses on your tax return.

General Business Info

Business Name:
Street Address:
City, State and Zip
EIN (Tax ID Number of Business):
Principle Business Activity:
Business Start Date:
If you formed an LLC, which state?:

Operating Expenses

| Expense Category (for Tax Purposes) | Amount Spent for the Year |
|---|---------------------------|
| Advertising | |
| Commissions and Fees | |
| Contract Labor | |
| Insurance | |
| Interest - Mortgage | |
| Interest - Other | |
| Legal and Professional Services | |
| Office Expense | |
| Rent / Lease - vehicles, machinery, eqpmt | |
| Rent / Lease - other business property | |
| Repairs and Maintenance | |
| Supplies (not for resale) | |
| Taxes and Licenses | |
| Travel & Lodging | |
| Deductible Meals | |
| Utilities | |

For Your Security
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Other Expenses (List separately below, put total here)
If you have filled in an amount in the "other expenses" category above, list the items here.

| | <u>Cost</u> | <u>Description</u> |
|---|-------------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |

1. Car/Truck

Did you also use this vehicle for personal use?
Total personal miles:
Total business miles:
Total spent on tolls & parking while driving for business:
Total loan interest paid for the loan on this vehicle:

2. Business Equipment

If you paid more than \$500 for business equipment, list it here. If it was less than \$500, then you can list it as a 'supply' above

| | Type of Equipment | Purchase Cost | Date Purchased |
|---|-------------------|---------------|----------------|
| 1 | | | |
| 2 | | | |

Office at Home

If you use a portion of your home **REGULARLY** and **EXCLUSIVELY** for business, you can deduct the home office expense. Square Footage of Your Office: