

# 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	Operating Expenses	
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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?:	Expense Category (for Tax Purposes)	Amount Spent for the Year
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Capital Expenses/Business Equipment
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If you paid more than \$500 for business equipment, list here.

If less than \$500, list it as a 'supply' under operating expenses.

Type of Equipment	Purchase Cost	Date Purchased
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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 Repair and Maintenance Supplies (not for sale) Taxes and Licenses Travel & Lodging Deductible Meals Utilities Other Expenses (List below, put total here)	
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**For Your Security**  
**Do not email this form**  
 bring it to your appointment or  
 upload to our portal

<u>Description</u>	<u>Cost</u>
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Car/Truck
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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:

Office at Home
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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:

Any other pertinent information, please list below.