Business Information				
Business Name				
Business Federal ID				
Type of Business				
Phone Number				
Business Street Address				
Business City, State, Zip				
Income				
Income reported to you on 1099				
Income NOT reported to you on 1099				
Expense Description	Business Expenses			
Advertising				
Bank Fees				
Business Meals				
Car Parking				
Contracted labor				
Equipment (Computers, Software, etc.)				
Gifts				
Independent Contractors				
Internet				
Legal and Accounting fees				
Office Rent (not home office- see below)				
Office Utilities (not home office- see below)				
Payroll processing				
Phone				
Postage/Shipping				
Professional insurance				
Professional Licenses & Dues				
Supplies				
Tools & supplies used for work				
Travel- Local (taxi, public transportation, etc.)				
Travel- Out of town (transportation, hotels, meals)				
Work related education				
Home Office Expenses				
Square footage of office area				
Square footage of home				
Rent				
Home interest & property tax				
Insurance				
Repairs and Maintenance				
Utilities (phone, internet, gas, etc.)				
Automobile Mileage OR Expenses Total Miles Driven				
Business Miles Driven				
Average Daily Commuting Miles Driven				
Lease or Own?				
Date vehicle was placed in service				

Purchase price of vehicle	
Lease amount	
Parking fees, tolls	
Oil, Gas, Repairs etc.	
Other Expenses	

C	
Comments	

Can not be commuting expenses