

Business Professional Worksheet

Client Name: _____

Tax Year: _____

Income

Business Income	
Other Income:	
Total:	

Miscellaneous

Business Cards & Stationary	
Clerical	
Computer Supplies	
Customer Lists	
Gifts	
Office Supplies	
Postage	
Photocopying	
Printing	
Repairs	
Shipping	
Other:	
Other:	
Other:	
Total:	

Professional

Dues & Fees	
E&O Insurance	
Legal & Professional	
Licenses	
Memberships	
Publications	
Continuing Ed	
Website	
Resumes	
Other:	
Other:	
Total:	

Other Info: (Notes)

Telephone

Long Distance	
Faxes	
Internet access	
Cellular	
2nd Line	
Beeper / Pager	
Answering Service	
Other:	
Other:	
Total:	

Equipment

Briefcase	
Calculator	
Camera	
Desk / Chair	
Filing Cabinet	
Cell Phone	
Software	
Telephone	
Computer	
Printer	
Other:	
Other:	
Total:	

Vehicle Expenses

See Auto Worksheet Form on www.jbtax.com

Use this worksheet to summarize and organize your tax deductible business expenses. In order to deduct expenses in your trade or business, you must show that the expenses are "ordinary and necessary". Please see the attachment to this worksheet for further details on the deductions.