

Reliable Income Tax Service

5816 N Greeley Avenue (503) 289-4500

Small Business

Client _____

Income Received		
Deductions		
	Amount	
Accounting		
Advertising		
Bank charges		
Commissions		
Computer Expenses		
Delivery and Freight		
Dues and subscriptions		
Education		
Insurance (not medical)		
Interest		
Internet		
Janitorial		
Laundry and cleaning		
Legal and professional		
Licenses and permits		
Meals and entertainment (in or out of town)		
Miscellaneous		
Office expense		
Outside services		
Parking and tolls		
Postage		
Printing		
Rents	Real property	
	Personal property	
Repairs and maintenance		
Salaries and wages		
Security		
Seminars		
Start-up costs (\$5,000 maximum)		
Supplies		
Taxes	Payroll taxes	
	Personal property taxes	
	Real estate taxes	
Telephone / Cellular / Pager		
Tools		
Travel (out of town / no meals)		
Uniforms		
Utilities		
Other expenses		
Total		

Auto Expenses		
Method 1 - Standard mileage rate		
(Entries here required for either method)		
Total miles on vehicle		
Business miles on vehicle		
Method 2 - Actual expenses		
(Entries here <u>only</u> for the actual method)		
Date vehicle placed in service		
Expenses	Amount	
Cost of vehicle		
Gas / oil		
Repairs		
Insurance		
Interest on auto loan		
Other		
Total		

Office in home Expenses		
Square footage of office space		
Square footage of home		
Expenses	Amount	
Fire insurance		
Major improvements		
Mortgage interest paid		
Original cost of home		
Property taxes		
Rent		
Repairs		
Utilities		
Other		
Total		