BUSINESS EXPENSE WORKSHEET

OPERATING AND ADMIN EXPENSES	
Bank Charges	
Business Cards	
Clerical or Virtual Assistant	
Computer & IT Maintenance	
Contract Labor & Subcontractors	
Desk/Office Rent	
Document Shredding Services	
Employee Benefit Programs	
Equipment Rental or Lease	
Equipment Warranties	
General Office Expense	
Janitorial Services	
Maps, Books & Research Materials	
Office Refreshments	
Office Supplies	
Offsite Data Backup Services	
Payroll Processing Fees	
Payroll Taxes	
Photography	
Postage	
Printing	
Repairs	
Signs & Banners	
Tools & Small Equipment	
Wages & Salary	
Website Design & Development	
Other	

COMMUNICATIONS EXPENSE	
Cell Phone Charges	
Email Services	
Fax, Efax, or other Charges	
Office LIne Charges	
Text Messaging & SMS Service	
VOIP Service	

HOME EXPENSES	
Total Home Square Footage	
Square Footage of Office Space	
Internet	
Gas	
Power	
Water/Sewer/Garbage	
Mortgage Interest	

DIRECT SALES EXPENSES	
Advertising	
Client Gifts	
Commissions & Fees	
Lead Generation Services	
Marketing	
Meals & Entertainment @ Resturant	
Meals & Entertainment NOT @ Resturant	
Property Cleaning Services/Supplies	
Signage or Decorations	
Other	

PROFESSIONAL EXPENSES	
Business & Life Coaching	
Continuing Education Fees	
Dues & Memberships	
Insurance	
Legal Fees	
Networking Organizations	
Publications & Newspapers	
Resumes & Bios	
Self Employed Health Insurance	
Seminars & Workshops	
Tax & Bookkeeping Fees	
Taxes & Licenses	
Other	

INCOME	
Cash & Check Income	
Credit Card Income (1099-K)	
Venmo or other Cash App	
Trade Income	
Other Income	

By initialing below you acknowledge that you have all receipts and documents for the expenses listed on this sheet. My Tax Expert Inc does not make up any numbers or verify your numbers. In the event of an audit, you may be required to present receipts to the IRS.

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