

## Self-Employed Checklist Business Expenses

<i>Income</i>		<i>Expenses</i>	
Gross Receipts or Sales		Accounting	
Returns and Allowances		Advertising	
Other Income:		Answering Service	
		Bad Debts from sales or service	
<b><i>Cost of Goods Sold</i></b>		Bank charges	
Inventory at beginning of year		Commissions ( <i>\$600+ issue 1099-Misc</i> )	
Purchases		Contract Labor ( <i>\$600+ issue 1099-Misc</i> )	
Cost of Items for personal use		Delivery & Freight	
Cost of labor		Employee Benefit programs	
Materials and supplies		Health Insurance premiums	
Other Costs:		Insurance (other than health)	
		Interest: Mortgage-banks, etc (Form 1098)	
Inventory at end of year:		Other:	
<b><i>Professional Fees &amp; Dues</i></b>		Janitorial	
Appraisal Fees		Laundry & cleaning	
Association Dues		Messenger Service	
Chamber of Commerce / Memberships		Miscellaneous	
Continuing Education		Office expense	
Legal & Professional Fees		Outside services	
License Fees		Parking & tolls	
Seminars & Conventions		Postage	
Other:		Printing	
		Rent or Lease: Vehicles, equipment	
		Other:	
<b><i>Travel, Meals &amp; Entertainment</i></b>		Repairs	
Airfare		Security	
Business Gifts up to \$25 per person		Federal start-up costs ( <i>\$5,000 maximum</i> )	
Car Rental/Parking		Supplies	
Hotels		Taxes: Real estate taxes	
Meals		Payroll taxes	
Marketing		Other	
Networking		Telephone	
Promotions		Tools	
		Uninforms	
		Utilities	
		Wages	
		Website setup & Hosting	
		Other Expenses:	