



Jefferson-Franklin Tax Services

YOUR TAXES: Planned. Prepared. Solved!

Main: 623.240.9545 | Toll-Free Fax: 866.779.5210 | Email: info@jeffersonfranklintax.com

Business Expense Checklist

- Advertising (Business Cards, Newspapers, Signs Etc.)
- Insurance (Liability, not Auto or Health)
- Legal and Professional (Tax Return Prep, Lawyers)
- Office Expense (Office Supplies, Dues and Sub, Postage)
- Rent or Lease (Vehicles, Machinery, Office Rent)
- Repairs & Maintenance (Equipment, Janitorial, not Auto)
- Supplies (Other Business supplies not merchandise)
- Taxes and Licenses (Payroll, Business Tax or Licenses)
- Travel (including cost of Seminars and Client Meals)
- Utilities (Electric, Gas and Water but not Home Office)
- Wages (Employees)
- Other Expenses:
 - Cell Phone Usage
 - Internet Fees
 - Gifts (Limited to \$25 per customer)
 - Miscellaneous
- Cost of Goods Sold(Merchandise Purchase For Resale)
- Vehicle Expenses(Business Use of Vehicles, Miles for Business and Personal Usage)
- Office in Home(Square Footage of Home and Space Used for Business, Mortgage Interest on House, Real Estate Tax, Hazard Insurance, Electric, Gas and Water Bills, Scavenger, Repairs, etc.)(Purchase Price of Home)
- Assets:
 - Furniture
 - Equipment
 - Computer
- Improvements to Office or Store
- Other Assets(NEED Descriptions, Date Purchased and Amount Paid)

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