

# Self-Employed Business/Sales (ie. Mary Kay, etc.)

\*\*\*\*please note if you have an expense that is used for business & personal (cell phone, home office equipment, & etc.) use then please estimate the % of business use in dollars\*\*\*\*

<b>Auto Travel (Mileage)</b>		<b>Supplies &amp; Expenses</b>
Between Jobs or Job Locations		Advertising
Client Meetings		Bank Charges
Continuing Education		Bookkeeping
Job Search		Business Meals (Enter 100% of expense)
Out of Town Business Trips		Business Cards & Printing
Purchasing Job Supplies & Materials		Clerical Services & Software
Professional Society Meetings		Computer Service & Supplies
Parking Fees & Tolls (\$)		Data Base and Sales lead Lists
Other: _____		Entertainment (50% deductible)
<b>Travel - Out Of Town</b>		Equipment Repair
Airfare		FAX, Stationary & Office Supplies
Bus & Subway		Gifts & Greeting Cards
Car Rental		GPS/Navigation - Maps
Parking & Tolls		Legal & Professional Services
Taxi		On-Line Service Charges
Train		Photocopy Expense
Lodging (do not include meals)		Postage
Meals (do not combine with lodging)		Rent
Communications & Wi-Fi Access		Shipping
Laundry		Trade Publications
Porter, Bell Captain		Other: _____
Other: _____		<b>Communication Expenses</b>
<b>Educational Costs</b>		Cellular & Smart Phone Charges
Course Fees		Fax & On Line Data Services
Course Registration		Land Line
Materials & Supplies		Paging Service, Call Forwarding
Motivational DVDS		Skype /Internet Phone Service
Photocopy Expense		Other: _____
Reference Material		<b>Professional Fees &amp; Dues</b>
Textbooks & Seminar Costs		Association Dues
Other: _____		License
<b>Equipment Purchases</b>		Union Dues
Answering Machine		Other: _____
Cellular and Smart Phones		<b>Miscellaneous Expenses</b>
Computers & Laptops		Books & Magazine Subscriptions
FAX Machines, Copiers & Printers		Liability Insurance - Business
Tablets & E- Readers		Professional Subscriptions
Other: _____		Resume`

*\*\*This is just a sample/suggested listing of deductions applicable to this business type. Please note all deductions are subject to IRS Guidance and laws. Also, please retain all records/support to substantiate deductions listed on this form.\*\**