

SECTION D GENERAL BUSINESS EXPENSES

ACCOUNTING (BOOKKEEPING – DO NOT INCLUDE OUR FEES)

ADVERTISING, MARKETING AND PROMOTIONS

BAD DEBTS⁵

BANK FEES, CREDIT CARD FEES AND MERCHANT FEES

COMMISSIONS¹²

INDEPENDENT CONTRACTORS⁶

CONTRIBUTIONS AND DONATIONS⁷

ENTER ON SCHEDULE A

HEALTH & FRINGE BENEFITS FOR EMPLOYEES⁸

INSURANCE- GENERAL BUSINESS

INSURANCE- ERRORS & OMISSIONS

INSURANCE – WORKERS COMPENSATION

INSURANCE – LIFE OR DISABILITY

NOT DEDUCTIBLE

TOTAL INSURANCE

INTEREST – LINES OF CREDIT/CREDIT CARDS

INTEREST – MORTGAGE (NOT FOR HOME OFFICE)⁹

JANITORIAL EXPENSE¹⁰

LAUNDRY AND CLEANING¹¹

LEGAL AND PROFESSIONAL FEES (INCLUDING TAX FEES)

LICENSES AND PERMITS

⁵ Bad debts may only be deducted where the amount was originally included in income.

⁶ Must be supported by a Form 1099 you have issued where any individual is paid over \$600 per year

⁷ If you are a service business gift certificates for your services are not a deduction.

⁸ This includes EMPLOYEE health insurance, employee food served on your premises, employee parties, awards, etc. This does not include health insurance for the business owner

⁹ This entry applies where you own your own office space

¹⁰ Office cleaning (but not home office)

¹¹ This means dry cleaning of distinctive uniforms (clothing not suitable for street wear, cleaning of towels/linen).

OFFICE EXPENSES ¹²

OUTSIDE SERVICES (PAID TO OTHER BUSINESSES)

POSTAGE

PRINTING AND COPY EXPENSE

PROFESSIONAL MEMBERSHIPS

RETIREMENT CONTRIBUTIONS FOR EMPLOYEES

RETIREMENT CONTRIBUTIONS FOR OWNER(S)

RENTAL OF VEHICLES, MACHINERY OR EQUIPMENT

RENTAL OF SPACE OR PROPERTY

REPAIRS

SECURITY

SELF-EMPLOYED HEALTH INSURANCE PREMIUMS

START UP EXPENSES- **READ FOOTNOTE CAREFULLY**¹⁴

SUPPLIES (do not include inventory held for sale)

PAYROLL TAXES - COMPLETE WORKSHEET ON PAGE 7

TAXES – PROPERTY (NOT FOR HOME OFFICE)¹¹

TAXES- SALES TAX **IF INCLUDED IN GROSS INCOME**

¹² This means expendable office supplies. Do not include capital assets, which are items designed to last over a year and which exceed \$300 in cost.

¹³ This would include an alarm at your separate office. Do not use this entry for a home office.

¹⁴ Start up expenses are those expenses which would have been deductible if you were actively engaged in a trade or business, but which were incurred before the start of business. Examples include, education so long as it does not qualify you for the new trade or business, travel, meals and entertainment, mileage, telephone, etc. Start up expenses DO NOT include the purchase of any capital asset (see Section G of this checklist) as these items are only considered placed into service after the actual start of business.

¹⁵ CAUTION – Include only employer portion of FICA and Medicare, plus Federal Unemployment Tax (FUTA), State Unemployment (SUI) and State Training Tax (ETT). DO NOT INCLUDE – any amount deducted from the employee's wages, such as federal or state withholding, employee share of FICA and Medicare, or California SDI. This information is available from your payroll service. Be very careful here if you are not clear on what to include. This has caused large audit adjustments in the past because of accuracy!

BOOKS, PUBLICATIONS AND MAGAZINES

CONTINUING EDUCATION.²²

DEMO GOODS (NOT HELD FOR SALE).²³

GIFTS TO CLIENTS (LIMITED TO \$25 PER PERSON)

ONLINE SUBSCRIPTIONS - PROFESSIONAL REFERENCE

SOFTWARE AND SOFTWARE SUPPORT

SECTION E OTHER BUSINESS EXPENSES

THOSE EXPENSES YOU ARE UNABLE TO CATEGORIZE ABOVE-THESE WILL BE LISTED AS "OTHER EXPENSES"

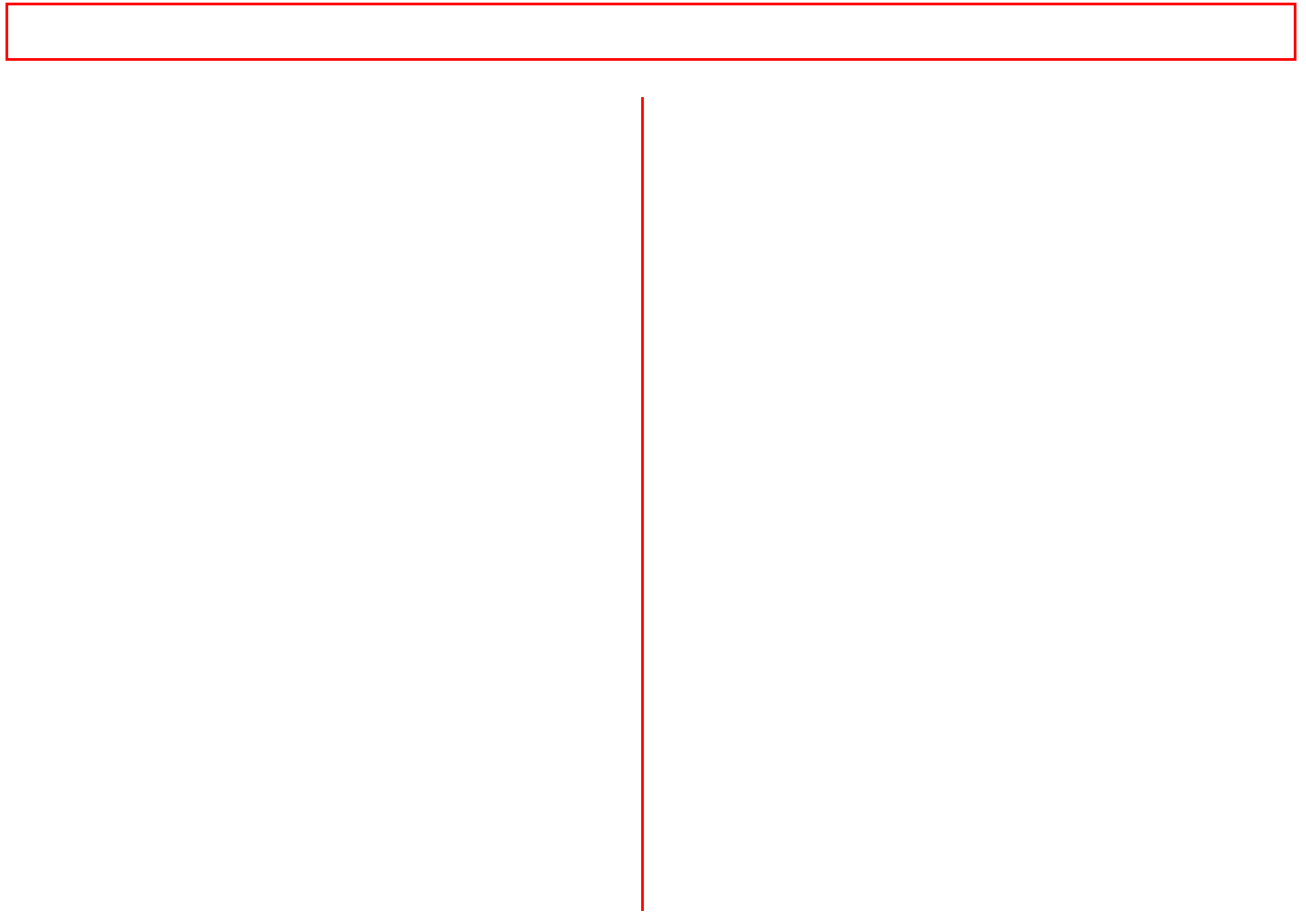
ALSO SEE SECTION I FOR CHILD CARE AND SECTION J FOR REAL ESTATE SALES EXPENSES

DESCRIPTION OF EXPENSE	AMOUNT OF EXPENSE
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²² If there are travel expenses, list them separately under travel and meals-travel. To substantiate continuing education keep all correspondence, confirmations and a copy of the conference/educational program/class brochure or program.

²³ Do not include any item already listed as withdrawn from inventory for business.





CIRCLE ONE

DO YOU WANT TO CONTRIBUTE TO A SEP-IRA? YES NO

IF YES, HOW MUCH?

\$ _____

or circle MAXIMUM

DO YOU WANT A CONTRIBUTION DEADLINE
OF APRIL 15, 201 OR OCTOBER 1 , 2015?

4/15/1 10/15/1

1. The maximum amount of SEP-IRA contribution is limited by net income. If your maximum allowed is less than the amount you have requested, we will use the lower amount. If there is a loss no SEP-IRA contribution is permitted.
2. Be aware the October 15, 201 deadline will extend the IRS statute of limitations by six months.
3. In order to elect a deadline of October 15th we must be notified before the actual return is filed and before April 15, 201 .

NOTES AND COMMENTS