SPECIALTY WORKSHEET for the SELF-EMPLOYED

In order to maximize your deductions, please complete this form.

CLIENT _____ TAX YEAR _____

Accounting Fees		Office Supplies	
Accounting Software		Office Supplies - Pens, Pencils, etc.	
Advertising - Business Cards		Office Supplies - Water Delivery	
Advertising - Magazines		Outside Service	
Advertising - Other		Payroll Paid to Others (W2s)	
Advertising - Paper		Payroll Taxes	
Advertising - Radio and Television		Pest Control	
Advertising - Signs		Postage	
Alarm Service		Printing	
Association Dues		Professional Services	
Auto Equipment Holders		Publications - Trade Books	
Bad Debts		Publications - Trade Journals	
Bank Charges (Business Account)		Referral Fees	
Bookkeeping		Small Tools	
Briefcase		Software	
Business Travel - Luggage		Supplies	
Business Credit Card Annual Fee		Taxes	
Business Mileage @ ____ Cents Per Mile		Telephone - Answering Service	
Carpet Cleaning		Telephone - Cellular Phone Charges	
Casual Labor		Telephone - Long Distance	
Clipboards		Telephone - Other	
Commissions		Telephone - Pay Phone Charges	
Cost of Goods Sold		Tools	
Credit Card Acceptance Service Fees		Transportation Expenses	
Delivery		Travel away from home overnight	
Dues - Professional Societies		Travel - Other	
Education - Books		Travel @ ____ cents per mile	
Education - Classes		Uniforms - Shirts, Shoes, Repairs and Purchases	
Education - Continuing Education Courses		Uniform Laundry @ $1 per load	
Education - Conventions		Union Dues	
Education - Mileage @ ____ Cents Per Mile			
Education - Professional Development			
Education - Seminars			
Emblems for Uniforms			
Entertainment		Equipment Purchased This Year	
Equipment Repairs		Equipment Depreciation (From Prior Years)	
Equipment Rental			
Freight			
Gifts ($25 Maximum Per Person)			
Identification Case			
Insurance			
Interest on Business Debt			
Interest on Business Mortgage			
Legal Fees			
License			
Maintenance and Mainterrance Contracts			
Medical - Employee Related			
Medical - Owner Related			
Notary Fees			

THE ABOVE EXPENSES ARE ORDINARY AND NECESSARY IN MY LINE OF WORK AS A SELF-EMPLOYED PERSON.