



Tax Deduction Tracker

MAXIMIZE YOUR TAX SAVINGS

100+ Deductible Categories • Monthly Tracking
Quarterly Estimates • Year-End Checklist



What's Inside

Common Tax Deductions Reference	3
Monthly Expense Tracker	4
Home Office Deduction	5
Vehicle & Mileage Log	6
Quarterly Tax Worksheet	7
Year-End Tax Checklist	8

Common Tax Deductions

Don't miss these money-saving opportunities

Home Office

- Dedicated office space
- Utilities (proportional)
- Internet service
- Office furniture
- Computer equipment

Vehicle Expenses

- Business mileage (67¢/mi in 2024)
- Parking & tolls
- Gas (actual method)
- Insurance (business use %)
- Repairs & maintenance

Business Expenses

- Software subscriptions
- Professional services
- Business insurance
- Bank fees
- Marketing & advertising

Health & Retirement

- Health insurance premiums
- HSA contributions
- SEP-IRA/Solo 401k
- Medical expenses (>7.5% AGI)

WORKSHEET 1

Monthly Expense Tracker

Track your deductible expenses monthly. Month: _____

HOME OFFICE

\$ _____

VEHICLE

\$ _____

OTHER BUSINESS

\$ _____

Monthly Total: \$_____

WORKSHEET 2

Home Office Deduction

Two Methods**Simplified:** \$5 per sq ft (max 300 sq ft = \$1,500)**Regular:** Calculate actual expenses based on office %

Office Space Calculation

TOTAL HOME SQ FT

OFFICE SQ FT

OFFICE %

Annual Home Expenses (Regular Method)

Expense	Annual Total	Office %	Deductible
Rent/Mortgage Interest	\$	%	\$
Utilities	\$	%	\$
Insurance	\$	%	\$
Repairs	\$	%	\$
Property Taxes	\$	%	\$

TOTAL HOME OFFICE DEDUCTION

\$ _____

WORKSHEET 3

Vehicle Mileage Log

2024 IRS mileage rate: **67 cents per mile**

Date	Destination/Purpose	Start	End	Miles
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TOTAL MILES

× RATE

\$0.67

DEDUCTION

\$_____

WORKSHEET 4

Quarterly Estimated Tax

17

Due Dates

Q1: April 15 • Q2: June 15 • Q3: September 15 • Q4: January 15

Quarter	Income	Deductions	Net Income	Est. Tax	Paid ✓
Q1 (Jan-Mar)	\$	\$	\$	\$	<input type="checkbox"/>
Q2 (Apr-May)	\$	\$	\$	\$	<input type="checkbox"/>
Q3 (Jun-Aug)	\$	\$	\$	\$	<input type="checkbox"/>
Q4 (Sep-Dec)	\$	\$	\$	\$	<input type="checkbox"/>

ANNUAL INCOME

\$ _____

TOTAL DEDUCTIONS

\$ _____

TAX OWED

\$ _____

CHECKLIST

Year-End Tax Prep

Documents to Gather

- W-2s from all employers
- 1099s (NEC, MISC, INT, DIV, B)
- Mortgage interest (Form 1098)
- Student loan interest (1098-E)
- Tuition payments (1098-T)
- Health insurance (1095-A/B/C)
- Property tax statements
- Charitable donation receipts
- Medical expense receipts
- Business expense receipts

Before Filing

- Maximize retirement contributions (IRA deadline: April 15)
- Review for errors on all forms
- Check prior year carryovers
- Consider itemizing vs standard deduction
- File or request extension by April 15



Track every deduction.
Keep every dollar you've earned.

More tax tools at simptax.io

