

# CODE- 4 TAX SERVICES

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## SMALL BUSINESS DEDUCTIONS WORKSHEET FOR TAX YEAR: \_\_\_\_\_

This form is intended to be used in conjunction with the General Information Worksheet. Please complete all information as thoroughly as possible. If sending supporting documentation, send photocopies only. Keep all receipts and documentation used to prepare this form in a safe location for 5-7 years. Please write legibly. Use separate sheet if needed.

NAME OF BUSINESS: \_\_\_\_\_ ID# \_\_\_\_\_

PRINCIPAL BUSINESS ACTIVITY: \_\_\_\_\_

BUSINESS ADDRESS (if different): \_\_\_\_\_

NEW BUSINESS ACTIVITY? Y N DISCONTINUED BUSINESS THIS YEAR?: Y N

### INCOME

Income from sales or services \_\_\_\_\_

Less returns or allowances \_\_\_\_\_

Interest income \_\_\_\_\_

Other income \_\_\_\_\_

Did you make payments requiring 1099's? Y N

If yes, were required forms filed? Y N

Cost of Goods Sold: (for manufacturing business or those that carry inventory)

Purchases for resale \_\_\_\_\_

Cost of labor \_\_\_\_\_

Materials/supplies \_\_\_\_\_

Freight/transportation \_\_\_\_\_

Beginning Inventory (as of Jan. 1) \_\_\_\_\_

Ending Inventory (as of Dec. 31) \_\_\_\_\_

### EXPENSES

Advertising \_\_\_\_\_

Promotional items/business gifts \_\_\_\_\_

Bank fees/financial charges \_\_\_\_\_

Interest paid (business) \_\_\_\_\_

Commissions/fees paid \_\_\_\_\_

Contract labor \_\_\_\_\_

Employee benefits \_\_\_\_\_

Insurance \_\_\_\_\_

Legal & professional services \_\_\_\_\_

DBA fees \_\_\_\_\_

Dues/memberships/associations \_\_\_\_\_

Publications/subscriptions \_\_\_\_\_

Taxes/licenses/permits \_\_\_\_\_

Office supplies \_\_\_\_\_

Equipment purchases \_\_\_\_\_

(list individual items & prices on back)

Computer/laptop/tablet purchase \_\_\_\_\_

Percentage business use \_\_\_\_\_%

Computer accessories/equipment \_\_\_\_\_

Cell phone purchase \_\_\_\_\_

Percentage business use \_\_\_\_\_%

Cell phone service \_\_\_\_\_

Internet service \_\_\_\_\_

Percentage business use \_\_\_\_\_%

Web services/subscriptions/software \_\_\_\_\_

Postage/shipping \_\_\_\_\_

Repairs/maintenance \_\_\_\_\_

Rent - equipment/other \_\_\_\_\_

Rent - business property \_\_\_\_\_

Travel - hotel/air/taxi/rental car \_\_\_\_\_

Meals & entertainment for clients \_\_\_\_\_

Utilities \_\_\_\_\_

Education/Conferences \_\_\_\_\_

Open house expenses \_\_\_\_\_

Signs up/down \_\_\_\_\_

Self-employed health insurance \_\_\_\_\_

Wages/salaries paid \_\_\_\_\_

Payroll expenses \_\_\_\_\_

Other: \_\_\_\_\_

### AUTO EXPENSES

If new vehicle, make/cost \_\_\_\_\_

Date purchased/placed in service \_\_\_\_\_

Total miles driven (business & non) \_\_\_\_\_

Total business miles driven \_\_\_\_\_

Gas/oil/repairs/wash/wax/etc. \_\_\_\_\_

Insurance \_\_\_\_\_

**Home Office Expenses:** See Home Office Worksheet

**Code-4 Tax Services e-file & payment policy:** Returns will be e-filed at no extra charge. E-files will not be submitted until signed acknowledgment & payment are received. Payment can be made by cash, check, Visa, Mastercard, Discover, American Express or Square Cash transfer. Mail-in Clients: a secure pay link will be sent to you if you prefer to pay by credit card.