



Business Expenses List

This list is not meant to be all inclusive but is presented in light of normal expenses that businesses may have:

1. Bank Service Fees
2. Auto Expenses (business mileage or actual expenses paid, if applicable including gas, repairs, maintenance, insurance, tolls, car washes, etc.)
3. Business travel, out of town, if applicable including air fare, rental car, lodging and meals
4. Cellular Phone used for business (percentage)
5. Internet used for business (percentage)
6. Office supplies
7. Professional Seminars
8. Professional Dues
9. Business Insurance, if applicable
10. Postage and Courier charges
11. Website, if applicable
12. Vehicle Lease if used for Business purposes
13. Any assets purchased for the business including computers and related hardware, office furniture, etc.
14. Business meals and entertainment
15. Advertising and marketing expenses.
16. Home Office square footage, if applicable

Some Common Expenses You Can't Deduct

The IRS deems some common expenses as non-deductible. These include:

- Personal hygiene expenses, like haircuts, clothing that can be reasonably worn outside of work, and dry cleaning (unless it's for a uniform)
- Legal violation fees, like parking tickets or court fees
- Commuting mileage if you work at a permanent office away from home
- Life insurance premiums when you are the beneficiary, even if you take the policy out to secure a business loan

Because there's always a chance you may be audited, save your business receipts for at least three years after you file your taxes.

Business expenses must be both ordinary (commonly accepted in your trade) and necessary (helpful and appropriate for your business).

The IRS requires documentation of any business expense you deduct.