

Self-Employment Income/Expenses

Income	Amount	Cost of Goods Sold	Amount
Gross Receipts or Sales		Beginning of year inventory	
Returns and Allowances		Purchases	
Other Income		End of Year Inventory	

Expenses	Amount	Expenses	Amount
Advertising		Wages	
Commissions and Fees		Management Fees	
Employee Benefits		Consulting Expenses	
Self- Employed Health Insurance		Payroll Service	
Health Insurance (Employee/Other)		Client Gifts	
Interest		Education and Seminars	
Legal and Accounting Fees		Dues and Subscriptions	
Office Expense		Contract Labor	
Pension and Profit Sharing		Capital Improvements	
Rent - Vehicles		Bank Charges	
Rent - Equipment		Other: (List Below)	
Rent - Building			
Repairs and Maintenance			
Supplies			
Payroll Taxes			
Other Taxes			
Licenses			
Travel			
Meals **			
Entertainment **			
Utilities			

**It is important to separate your meal and entertainment expense

If claiming Vehicle Expenses:

Make and Model of Vehicle	
Starting Date for using Vehicle for Business	
Odometer Reading at Jan 1	
Odometer Reading at Dec 31	
Business Miles Driven	
Personal Miles Driven	

****Please Note that Business Miles DO NOT include commuting miles between home and work**