

EXPENSE CATEGORIES

Advertising (business cards, website, etc.)
Car Expenses (totals miles driven vs. business miles, actual amounts paid for gas, oil changes, repairs, insurance, lease payments, dmv renewal fees, and repairs)
Commission/Fees Paid to others (Contract Labor)
Health Insurance
Insurance (other than health, like liability insurance)
Medical and Dental Expenses (other than Health Insurance)
Legal, Professional, and Accounting Services (including the amount you paid an accountant last year to do your taxes)
Office Expense (items you need and use in your office, like furniture, staples, paper, etc.)
Equipment (big ticket items like computers, printers, fax machines, etc.)
Studio Rental (This is not your home office. This is a space you rent for your business outside of your home, including galleries/offices)
Supplies (that you need for your business, like massage lotions)
Taxes and Licenses (other than income taxes, these included license renewal fees, etc.)
Travel (hotels, planes, etc., excluding meals)
Meals / Entertainment (all meals that are business related and all entertainment events/tickets that are business related)
Postage
Telephone
Internet
Continuing Education (classes, courses, online exams, getting massages if you are a massage therapist, etc.)
Uniform (clothing purchased specifically for the business)
Research & Development (the cost of doing research, like if you are a movie editor, going to movies is research)
Home office expenses (a % of total rent and total utilities can be deducted, please provide sq. footage of your office and of your total home)

Please list your montly rent and utilities as separate items. If you own your home, just list the square footage amounts.

***** Most other expenses can fit into one of the categories listed above**

Other Categories or items that you did not know where to put:
