



Tax Deduction Categories Worksheet: Small Business

Spreadsheet version available to download at healyourfinances.com/resources.html

OFFICE

Office rent	
Home office deduction- need sq footage used exclusively for biz, total sq footage, and rent/mortgage + utilities + insurance	
Equipment/furniture for your space or home office	
Utilities (Gas/electric, water, trash) for space or for home office	
Office Business Supplies- like Office Max stuff and shipping supplies	
Office Housekeeping Supplies- like toilet paper, cleaning supplies, tea, etc	
Cell phone- what % of the time do you use it for your business x monthly fee	
Internet bill- what % of the time do you use it for your business x monthly fee	
Electronics- tablet, computer, etc.	
Cleaning Services	
Repairs and Maintenance	

MATERIALS

Books, magazines, reference material	
Industry-specific tools necessary for your work	
Cost Of Goods Sold (COGS): what goes into a product for resale- raw materials, labels, printing, packaging	
Inventory/Wholesale: Goods you purchased from others to re-sell	
Equipment rentals	



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TRANSPORTATION & MEALS

Cabs, subways, buses, lyft, uber etc. NOT "commuting" to a primary work site - only visiting clients. running errands, travelling to second site, etc	
Tolls & parking costs	
Vehicle rental - uhaul, car, etc	
Business meals: any meal where you discuss business or your industry, network, or woo a client (*for 2018 only meals and not "entertainment")	
Travel- Meals	
Travel- flights, hotel, air bnb	

BUSINESS SERVICES

Photocopying/ Faxing/ Scanning /Printing etc	
Messengers, private mail carriers, postage, shipping	
Promotion/advertising- biz cards, web hosting, paid social media, photoshoots	
Domain registration, website hosting costs	
Online Sellers Fees: Etsy, Paypal, etc/ Square Fees	
Space rentals for events, etc	
Software & Apps for your biz	
Tax preparation- the % that is for your Schedule C & Schedule SE or biz taxes if incorporated	
Accounting & Bookkeeping- services, apps, software, training	
Commissions paid	
Repairs and maintenance on tools, property, etc	
Wages and benefits paid to employees	
Supplies not included in other categories	



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VEHICLE MILEAGE

How many miles did you drive for work?	
How many miles did you drive for personal use?	
How many miles did you drive for "commuting"- from your home to a primary work site?	

LEGAL

Business and malpractice insurance	
Legal and professional fees- including graphic designers, headshots, etc	
Bank fees, check printing, etc	
Business licence, DBA, trademark fees	

VARIOUS

Memberships (professional organizations)	
Conferences- Fees, Materials, & Travel	
Courses/ Workshops	
Supervision or mentorship	
Contract Labor- \$ you pay to other people to help you. Must issue a 1099 form if you pay \$600 to a person in a year	
Health Insurance premiums (on 1040 form, not Schedule C)	
Research for your field or project	
Gifts to Clients up to \$25 per person per year	