

Specialty Worksheet

SELF-EMPLOYED

Name _____	Business Activity _____	Tax Year _____
INCOME		Lodging
Gross Receipts/Sales		Meals & Entertainment
Returns & Allowances		Meals & Tips
Total Income		Medical – Employee Related
		Medical Insurance
COST OF GOODS SOLD		Notary Fees
Beginning Inventory		Office Supplies – Pens, Pencils, Paper, etc.
Less: Ending Inventory		Payroll Paid to Others (W-2's)
Add: Purchases		Payroll Taxes
Less: Personal Use Inventory		Pest Control
-Cost of Labor		Postage & Delivery
-Materials/Supplies		Printing Expenses
= Total COGS		Referral Fees
		Rent (Business)
EXPENSES		Repairs & Maintenance
Advertising – Business Cards		Small Tools
Advertising – Newspaper, Radio, TV, etc.		Software
Advertising – Signs		Taxes
Alarm Service		Telephone – Answering Service
Association Dues		Telephone – Cell Phone Charges
Bad Debts		Telephone – Business/Fax Line
Bank Charges (Business Account)		Transportation Expenses (Air Fare)
Bookkeeping		Travel (Out of Town/Overnight)
Briefcase		Travel – Mileage
Business Travel – Luggage		Uniforms
Business Credit Card Annual Fee		Uniforms – Laundry @ \$3 Per Load
Casual Labor		Union Dues
Commissions		Utilities – Electric, Gas, Water, Trash
Dues and Publications		Other
Education – Books		Total Expenses
Education – Classes		
Education – Continuing Education		Equipment Depreciation (Prior Years)
Education - Mileage		
Education – Seminars		AUTO MILEAGE (Adequate Records Required)
Equipment Purchased this Year		Beginning Odometer
Equipment Repairs		Ending Odometer
Equipment Rental		Total Miles Driven
Freight (Not Included Above)		Total Business Miles Driven
Gifts (\$25 Max Per Person)		
GPS		HOME OFFICE
Insurance (Business/Liability)		Home Square Footage
Insurance (Worker's Compensation)		Office Square Footage
Interest on Business Debt		Storage Square Footage
Interest on Business Mortgage		Home Purchase Price
Legal and Professional Fees/Services		Utilities
Licenses		