

## BUSINESS PROFESSIONALS DEDUCTIONS

Client: \_\_\_\_\_ ID# \_\_\_\_\_ Tax Year \_\_\_\_\_

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Miscellaneous	
Business Cards	
Clerical	
Computer Supplies	
Customer Lists	
Gifts	
Office Supplies	
Postage	
Photocopying	
Printing	
Repairs	
Shipping	
Stationery	
Other _____	
Other	
Total	\$0.00

Professional	
Dues	
E & O Insurance	
Legal & Professional	
Licenses	
Memberships	
Publications	
Seminars	
Continuing Ed	
Resumes	
Other _____	
Other	
Total	

Telephone		
Long Distance		
Faxes		
Pay phone		
Cellular		
2nd Line		
Beeper/Pager		
Answering Service		
Other _____		
Other		
Total		\$0.00

Equipment		
Attache Case		
Calculator		
Camera		
Desk		
Chair		
Filing Cabinet		
Cell Phone		
Software		
Tape Recorder		
Telephone		
Other _____		
Other		
Total		

Vehicle & Travel		
See Vehicle, Travel & Entertainment Worksheet		

Other Information	

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