

# Mr. Money

505A

## BUSINESS EXPENSES OF PROFESSIONALS

TAXPAYER:

ID#

### PROF. DUES, FEES, & EXPENSES

- \_\_\_\_\_ Association dues
- \_\_\_\_\_ Chamber of commerce/networking
- \_\_\_\_\_ License
- \_\_\_\_\_ Professional organization dues
- \_\_\_\_\_ Professional subscriptions
- \_\_\_\_\_ Technical books
- \_\_\_\_\_ Trade publications
- \_\_\_\_\_ Other: Chamber of Commerce/networking
- \_\_\_\_\_ Other: \_\_\_\_\_

### MAINTENANCE & REPAIR

- \_\_\_\_\_ Answer machine
- \_\_\_\_\_ Computer
- \_\_\_\_\_ Copy machine
- \_\_\_\_\_ FAX
- \_\_\_\_\_ Office equipment
- \_\_\_\_\_ Printer
- \_\_\_\_\_ Telephone equipment
- \_\_\_\_\_ Other: Cell phone/PDA
- \_\_\_\_\_ Other: Cameras

### TELEPHONE

- \_\_\_\_\_ Answering service
- \_\_\_\_\_ Monthly base rate (only if separate, business phone line)
- \_\_\_\_\_ Paging service
- \_\_\_\_\_ Pay phone
- \_\_\_\_\_ Toll calls (from personal phone bill)
- \_\_\_\_\_ Fax charges
- \_\_\_\_\_ Cell calls
- \_\_\_\_\_ Internet fees
- \_\_\_\_\_ Website fees
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_

### EQUIPMENT PURCHASES

- | DATE  | AMOUNT |  |
|-------|--------|--|
| _____ | _____  | Answer Machine   |
| _____ | _____  | Cell phone: ___% of business use, if less than 100%    |
| _____ | _____  | Computer ___% of business use, if less than 100%       |
| _____ | _____  | Copy machine   |
| _____ | _____  | FAX machine  |
| _____ | _____  | Pager  |
| _____ | _____  | Printer  |
| _____ | _____  | CD/DVD machine ___% of business use, if less than 100% |
| _____ | _____  | Telephone  |
| _____ | _____  | Typewriter   |
| _____ | _____  | Other: Business software, firewalls/security           |
| _____ | _____  | Other: Camera ___% of business use, if less than 100%  |

### SUPPLIES & EXPENSES

- \_\_\_\_\_ Advertising
- \_\_\_\_\_ Bank charges
- \_\_\_\_\_ Books
- \_\_\_\_\_ Bookkeeping
- \_\_\_\_\_ Briefcase
- \_\_\_\_\_ Business (entertainment) meals
- \_\_\_\_\_ Business cards
- \_\_\_\_\_ Clerical service
- \_\_\_\_\_ Computer software & supplies
- \_\_\_\_\_ Customer lists
- \_\_\_\_\_ Entertainment
- \_\_\_\_\_ FAX charges (already under telephone)
- \_\_\_\_\_ Flowers
- \_\_\_\_\_ Gifts (\$25 limit)
- \_\_\_\_\_ Greeting cards
- \_\_\_\_\_ Insurance, liability
- \_\_\_\_\_ Legal and professional services
- \_\_\_\_\_ Office expenses
- \_\_\_\_\_ Photocopy expense
- \_\_\_\_\_ Postage/overnight delivery
- \_\_\_\_\_ Referral fees
- \_\_\_\_\_ Rent, cleaning & utilities
- \_\_\_\_\_ Shipping
- \_\_\_\_\_ Stationery
- \_\_\_\_\_ Other: Ink/toner cartridges
- \_\_\_\_\_ Other: CD/DVD media
- \_\_\_\_\_ Other: Business license/permits
- \_\_\_\_\_ Other: Interest on business charges (s)
- \_\_\_\_\_ Other: Payments to subcontractors

### CONTINUING PROF. EDUCATION

- \_\_\_\_\_ Correspondence course fees
- \_\_\_\_\_ Photocopy expense
- \_\_\_\_\_ Registration
- \_\_\_\_\_ Seminar fees
- \_\_\_\_\_ Supplies
- \_\_\_\_\_ Textbooks, audio media
- \_\_\_\_\_ Tuition
- \_\_\_\_\_ Other: On-line course fees

