

BEAUTY & BARBER EXPENSES (continued)

<p>ADVERTISING/PROMOTION: Ads, business cards, greeting cards, flyers, promo items, etc.</p> <p>*COMMISSIONS & FEES PAID: Contract labor, referral fees, etc.</p> <p>EMPLOYEE BENEFITS: Health insurance, company party, mileage reimbursements, etc.</p> <p>INSURANCE: Worker's comp, business liability, malpractice (do not include auto/truck/health)</p> <p>INTEREST: Paid to financial institution (Mortgage) Paid to individual</p> <p>OTHER INTEREST do not include auto or truck): List life insurance loans separately Business-only credit card</p> <p>*LEGAL & PROFESSIONAL: Attorney fees for business, accounting fees, bonds, permits, etc.</p> <p>OFFICE EXPENSE: Postage, stationery, office supplies, receipt books, pens, etc.</p> <p>PENSION/PROFIT SHARING: Employees only.</p> <p>*RENT/LEASE: Machinery and equipment Station rent Other business property</p> <p>*REPAIRS & MAINTENANCE: Building, sharpening, equipment, etc. (do not include auto or truck)</p> <p>SUPPLIES: Beauty supplies Snacks/coffee for customers Magazines/handouts for cust. A/V materials, other Small tools</p> <p>TAXES: Personal property Licenses (not auto/truck) Real estate of business building Sales tax (if included in gross sales) Payroll (your share Soc.Sec./Medicare)</p> <p>TRAVEL (number of nights away): City _____ Nights out ____ City _____ Nights out ____ City _____ Nights out ____ City _____ Nights out ____ City _____ Nights out ____ City _____ Nights out ____</p>	<p>EXPENSES (away from home overnight): Lodging Meals & tips (keep total separate from other costs) Other (incidentals, laundry, etc.) Convention fees Airplane or train fares Auto rental, taxis or bus fares</p> <p>MEALS & ENTERTAINMENT: Business Meals Gifts (limited to \$25 per individual or couple) Tickets Tickets to qualified charitable events</p> <p>UTILITIES & TELEPHONE (business building): Electricity (studio) Natural gas/heating fuel (studio) Garbage, water, sewer (studio) Telephone (bus. line, second line, other options) Business long distance (from home telephone) Fax transmissions, paging svcs, cellular svcs</p> <p>WAGES: (bring your copy of W-2s/941s if they have been filed) Wages to spouse (subject to Soc.Sec. and Medicare tax) Wages to children under 18 (not subject to Soc.Sec. and Medicare tax) Other</p> <p>OTHER EXPENSES (not listed elsewhere): Bank charges Credit card fees Prof. dues, publications, books Education & workshops Linens & laundry Uniforms, smocks, upkeep Printing & copying Trade show fees/tickets Shipping & delivery</p>
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BUSINESS EQUIPMENT PURCHASED & LEASEHOLD IMPROVEMENTS

(Calculator, computer, answering machine, fax, copier, furnishings, etc.)

Item Purchased	Date Purchased	Business Use %	Cost (including sales tax)	Item Traded	Additional Cash Paid	Traded with Related Property	Other Information

*1099s: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.

Due date of return is January 31. Non-filing penalty can be \$150 per recipient. If recipient does not furnish you with his/her Social Security Number, you are required to withhold tax on the payment(s).

Name	Address	Social Security #	Amount	Purpose of Payment
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____