

## MECHANIC / AUTO BODY EXPENSES (continued)

<p><b>ADVERTISING/PROMOTION:</b> Ads, business cards, greeting cards, sales aids, catalogs, etc.</p> <p><b>*COMMISSIONS &amp; FEES PAID:</b> Contract labor</p> <p><b>EMPLOYEE BENEFITS:</b> Health insurance, company party, mileage reimbursements, etc.</p> <p><b>INSURANCE:</b> Worker's comp., business liability (do not include auto/truck/health)</p> <p><b>INTEREST (Mortgage):</b> Paid to financial institution Paid to individual</p> <p><b>OTHER INTEREST:</b> (do not include auto or truck) List life insurance loans separately Business-only credit card</p> <p><b>*LEGAL &amp; PROFESSIONAL:</b> Attorney fees for business, accounting fees, bonds, permits, etc.</p> <p><b>OFFICE EXPENSE:</b> Postage, stationery, office supplies, computer supplies, pens, etc.</p> <p><b>*RENT/LEASE:</b> Machinery &amp; equipment Other business property</p> <p><b>*REPAIRS &amp; MAINTENANCE:</b> Building, equipment, etc. (do not include auto or truck)</p> <p><b>SUPPLIES:</b> Cleaning supplies, mops, towels, tarps, etc. Propane tanks, solvents, paint, putty, etc. Safety equip, masks, goggles, earplugs, etc. Small tools, brushes, saw blades, etc. Hoses, clamps, filters, hardware, etc.</p> <p><b>TAXES:</b> Personal property Licenses (not auto/truck) Real estate of business building &amp; land Sales tax (if included in gross sales) Payroll (your share of SS/Med/Unemploy.)</p> <p><b>TRAVEL</b> (number of nights away):</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;">City _____</td> <td style="border: none;">Nights Out _____</td> <td style="border: none;">City _____</td> <td style="border: none;">Nights Out _____</td> </tr> <tr> <td style="border: none;">City _____</td> <td style="border: none;">Nights Out _____</td> <td style="border: none;">City _____</td> <td style="border: none;">Nights Out _____</td> </tr> <tr> <td style="border: none;">City _____</td> <td style="border: none;">Nights Out _____</td> <td style="border: none;">City _____</td> <td style="border: none;">Nights Out _____</td> </tr> <tr> <td style="border: none;">City _____</td> <td style="border: none;">Nights Out _____</td> <td style="border: none;">City _____</td> <td style="border: none;">Nights Out _____</td> </tr> </table>	City _____	Nights Out _____	City _____	Nights Out _____	City _____	Nights Out _____	City _____	Nights Out _____	City _____	Nights Out _____	City _____	Nights Out _____	City _____	Nights Out _____	City _____	Nights Out _____	<p><b>EXPENSES</b> (away from home overnight):</p> <p>Lodging</p> <p>Meals &amp; tips (keep separate from other costs)</p> <p>Convention fees</p> <p>Cruise ship convention/seminar</p> <p>Airplane or train fares</p> <p>Auto rental, taxis or bus fares</p> <p>Other (incidentals, laundry, etc.)</p> <p><b>MEALS &amp; ENTERTAINMENT:</b></p> <p>Business meals</p> <p>Gifts (limited to \$25 per individual or couple)</p> <p>Tickets</p> <p>Tickets to qualified charitable events</p> <p><b>UTILITIES &amp; TELEPHONE</b> (business building):</p> <p>Electricity (business)</p> <p>Natural gas/heating fuel (business)</p> <p>Garbage, water, sewer (business)</p> <p>Telephone (bus. line, second line, other options)</p> <p>Business long distance (from home telephone)</p> <p>Cell phone (business portion of use only)</p> <p><b>WAGES:</b> Bring your copy of W-2s/941s if they have been filed</p> <p>Wages to spouse (subject to SS/Med tax)</p> <p>Wages to children under 18 (not subject to SS/Medicare tax)</p> <p>Other</p> <p><b>OTHER EXPENSES</b> (not listed elsewhere):</p> <p>Bank charges, credit card machine</p> <p>Dues, publications, manuals, education</p> <p>Fuel for equipment (not truck/auto)</p> <p>Laundry &amp; cleaning</p> <p>Shipping, courier services</p> <p>Trade show fees</p> <p>Uniforms, boots/shoes, aprons</p> <p>Disposal of waste, tires, batteries, etc.</p>
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## EQUIPMENT PURCHASED

Power tools, compressors, generators, ladders, lights, space heaters, fans, vacuum cleaners, tool bags/boxes/cabinets, storage cabinets, ventilation system, hydraulic lift, rolling carts, computer, printer, testing equipment, welding equipment, furniture.

Item Purchased	Date	Bus Use %	Cost (including sales tax)	Item Traded	Additional cash pd	Traded w/related prop.	Other Info.

\* **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 the payer.

Due date of return is January 31. Nonfiling 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 Paid	Purpose of Payment