

# SPECIALTY WORKSHEET for SELF-EMPLOYED

In order to maximize your deductions, please complete this form.

TAXPAYER \_\_\_\_\_

TAX YEAR \_\_\_\_\_

Accounting Fees		Office Supplies - Pens, Pencils, Stationery, etc.	
Accounting Software		Office Supplies - Water Delivery	
Advertising - Business Cards		Outside Services	
Advertising - Magazines		Payroll Paid to Others (W-2's)	
Advertising - Other		Payroll Taxes	
Advertising - Paper		Pest Control	
Advertising - Radio and Television		Postage	
Advertising - Signs		Printing	
Alarm Service		Professional Services	
Association Dues		Publications - Trade Journals	
Automotive Expenses	Complete Auto Worksheet	Referral Fees	
Bad Debts		Small Tools	
Bank Charges (Business Account)		Software	
Bookkeeping		Supplies (other than office)	
Briefcase		Taxes (not Employee or Real Estate)	
Business Credit Card Annual Fee		Telephone - Answering Service	
Business Mileage	Attach Log Book	Telephone - Cellular Phone Charges office	
Business Travel - Hotel	Attach List	Telephone - Long Distance	
Carpet Cleaning		Telephone - Pay Phone Charges	
Casual Labor	Provide 1099 or Payroll	Travel - Other	Attach List
Clipboards		Travel Mileage	Attach Log Book
Commissions		Uniforms - Shirts, Shoes, Repairs and Purchases	
Cost of Goods Sold		Uniform Laundry	
Credit Card Acceptance Service Fees		Union Dues	
Delivery & Freight charges		Workman's Comp	
Dues - Professional Societies			
Education - Books			
Education - Classes			
Education - Continuing Education Courses			
Education - Conventions			
Education - Mileage	Attach Log Book		
Education - Professional Development		<b>EQUIPMENT PURCHASES</b>	
Education for Seminars		Description of Purchase, Date Purchased and Total Cost including Sales Taxes & Freight Attach a Detailed List	
Emblems for Uniforms			
Entertainment	Attach List		
Equipment Repairs			
Equipment Rental			
Freight			
Gifts (\$25 Maximum Per Person)	Attach List		
Identification Case		Carryover Depreciation (From Prior Years)	Attach Last Years Tax Return
Insurance - Employee Benefit or your own?		<b>Complete Cost of Goods Sold Computation</b>	
Interest on Business Debt			
Interest on Business Mortgage		Beginning inventory	
Legal Fees		Purchases	+
License		Shipping (Related to purchases)	+
Maintenance and Maintenance Contracts		Labor (Related to Purchases)	+
Medical - Employee Related		Items withdrawn for personal use	-
Medical - Owner Related (1040 Only)		Ending inventory	-
Notary Fees		Equals: Cost of Goods Sold	=
		<b>GROSS INCOME:</b>	
		for Self Employment only (with/without 1099's)	

**THE ABOVE EXPENSES ARE ORDINARY AND NECESSARY IN MY WORK AS A SELF-EMPLOYED PERSON.**