

Business:

Receipts required for your records

Business Income Total: \$ _____

From 1099s: \$ _____

Vehicle Expenses:

All total miles for the year: _____

****Miles driven for business:** _____ **miles**

Commuting to W2 job miles: _____

Lease fees: _____

New Clients or New Vehicle:

Make/model/year: _____

Date you purchased vehicle: _____

Amount Pd.: _____

Traveling Expenses:

City, State and # of Days working there away from home:

Totals for:

Plane, Train, Bus tickets to/from: \$ _____

Cabs and subways: \$ _____

Hotel/Motel: \$ _____

General Business Expenses:

Postage: \$ _____

Food for entertaining: \$ _____

Other Entertainment: \$ _____

Advertising: \$ _____

Field Related Magazine Subscriptions: \$ _____

Field-Related Media products: \$ _____ (DVD's, etc.)

Office Supplies: \$ _____

Cell Phone for the year: \$ _____

Cell Phone purchase: \$ _____

Internet Connection: \$ _____

Health Insurance: \$ _____

Other/Field Related:

Labor Expenses:

Total: \$ _____

Anyone paid over \$600: Name, Address, SS# & Amount paid in 2011

Home Office Space:

_____ square feet/ Total square feet of home: _____

Rent Paid: \$ _____

Or Mortgage Interest: \$ _____

Property Tax Paid: \$ _____

Utilities:

Water: \$ _____

Electric: \$ _____

Gas: \$ _____

Repairs to Home: \$ _____

Other: \$ _____ Explain:

Major Purchases

For Traveling, business, and/or home office:

Examples: laptop, projector/screen for power-point, portable furniture, carts for hauling products, computers, cameras, etc.

Description of Purchase: _____

Date of purchase: _____

Amount Paid: \$_____

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