



SELF-EMPLOYMENT / BUSINESS TAX DEDUCTIONS

Below is a list of tax deductions for you to consider. Use this tax write off list as a checklist/reference. Remember, each expense must be DIRECTLY related to your business to qualify as a deduction. All may not apply to your particular situation, and some tax deductions may be limited. Contact us for maximum results.

OVERHEAD

- **Office Rent / Home Office** *[NOTE: Special rules/restrictions apply to home offices; contact me if you think you want to write off a home office. I can tell you if you can, and if so, how to go about it.]*
- **Utilities**
- **Phone / Cell Phone / Internet Service** *[NOTE: If you have only one phone line, the only costs you can deduct are "extra" charges, e.g. long distance business calls/faxes. We may be able to write off some/all cell phone or internet charges. Contact me if you need more info on this topic.]*
- **Equipment** *[NOTE: Items with a useful life of more than one year will be depreciated. Please keep track of these purchases separately, noting your cost and date of purchase.]*
- **Supplies**
- **Insurance**
- **Computer & Related Expenses**
- **Fax Machine**
- **Copier / Printer**
- **Maintenance & repairs**
- **Upkeep (sanitation, landscaping, etc.)**

(...and anything else you can think of related to Your Overhead Expenses!)

MARKETING & ADVERTISING

- **TV, Radio, Print, Internet**
- **Billboards**
- **Advertising Specialties (pens, magnets, cups, etc.)**
- **Automobile Signs**
- **Market Research**
- **Mailing List**
- **Sponsorships**
- **Search Engine Optimization**
- **Tradeshows / Booths**
- **Business Cards / Promo Cards**
- **Flyers**

(...and anything else you can think of related to Your Marketing/Advertising Expenses!)

EDUCATION & TRAINING

- **Books / E-books**
- **Workshops & Seminars**
- **CDs, DVDs, Learning Software**
- **Magazine Subscriptions**
- **Prof. Organizations Dues**
- **Tuition**
- **Business Kits**
- **Webinars**
- **Tele-Seminars**
- **Conference Calls**

(...and anything else you can think of related to Your Education & Training Expenses!)

AUTO EXPENSES

- **Parking / Toll Charges**
- **Mileage** Most of our clients use Standard Mileage Rate to write off the business use of their vehicle. This is usually the easiest and most lucrative method for writing off auto expenses.
You will need to keep track of:
 - **Business Miles:** Any miles for which the original intent of your journey was directly related to your business. For example, if you go grocery shopping and purchase something for your business, the mileage for this trip is entirely non-deductible (but you can still deduct the item you purchased for your business); if you drive to a store with the intent of making business purchases, but make a personal stop, the entire trip's mileage is deductible.
 - **Commuting Miles [non-deductible]:** We can help you factor this. We typically ask you how many commuting miles/day you drive, then multiply by an approximate number of work days in a year.
 - **Personal Miles [non-deductible]:** We can help you factor this number, too. The easiest way is to know – roughly, at least – how many miles you put on your car(s) in a year. We take this number, subtract out business & commuting miles to come up with the number of personal miles.
- **Actual Expenses** [only for clients using Actual Auto Expense method]
 - Repairs
 - Insurance
 - Gas / Oil
 - Car Washes / Waxes
 - Tags / Registration
 - Vehicle Purchase
 - License

(...and anything else you can think of related to Your Auto Expenses!)

ADMINISTRATIVE

- **Printing**
- **Copies**
- **Fax**
- **Phone**
- **Postage**
- **Stationery (bus. cards, letterhead, etc.)**
- **Office Supplies**
- **Computer**
- **Internet Service**
- **P.O. Box or Suite Box Rental**

(...and anything else you can think of related to Your Administrative Costs!)

TRAVEL

- **Air Fare**
- **Cab Fare**
- **Train Fare**
- **Hotel / Motel**
- **Tolls**
- **Permits**
- **Travel Agency Costs**
- **Travel Membership Costs**
- **Car Rental**
- **Gas / Mileage**

(...and anything else you can think of related to Your Travel Expenses!)

MEALS

Contrary to popular belief (and practice), meals are rarely deductible. Contact us if you think you have deductible meals.