



HEMENWAY BUSINESS SERVICE

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108 S. Main St., PO Box 552, Perry, MI 48872

517-625-3209

FAX 517-625-3208

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Business Deduction Checklist

General Expenses:

Advertising\$ _____
 Bank Fees\$ _____
 Commissions\$ _____
 COGS\$ _____
 Dues/Subscriptions\$ _____
 Entertainment\$ _____
 Equipment Rent/Lease\$ _____
 Insurance – Health\$ _____
 Insurance – Other\$ _____
 Interest – Mortgage\$ _____
 Interest – Other\$ _____
 Legal/Professional Fees\$ _____
 Lodging\$ _____
 Meals\$ _____
 Office Expenses/Supplies\$ _____
 Office Repairs/Maintenance\$ _____
 Parking/Tolls\$ _____
 Postage & Shipping\$ _____
 Tax/License\$ _____
 Tools/Equipment\$ _____
 Travel\$ _____
 Uniforms\$ _____
 _____\$ _____
 _____\$ _____
 _____\$ _____

Car/Truck:

Gas/Oil\$ _____
 Repairs/Maintenance\$ _____
 Insurance\$ _____
 Total License Plate Fee\$ _____
 Interest\$ _____
 Rent/Lease\$ _____
 _____\$ _____
 A) Grand Total Miles _____
 B) Business Miles Traveled _____
 Business Use (B÷A=) _____

Employees:

Gross Wages\$ _____
 Benefits\$ _____
 Taxes\$ _____

Utilities:

Gas/Electric\$ _____
 Water/Sewer\$ _____
 Telephone\$ _____
 Cell Phone\$ _____
 Business Use% _____
 Cable\$ _____
 Internet\$ _____
 Trash\$ _____
 _____\$ _____

Business Use of Home:

Total sq. feet of home (REQ'D) _____
 Total sq. ft. used for Bus (REQ'D)... _____
 Homeowners Insurance\$ _____
 Mortgage Interest\$ _____
 Property Taxes\$ _____
 Rent\$ _____
 Repairs/Maintenance\$ _____
 Utilities\$ _____
 _____\$ _____

Daycare Business:

Meals/Snacks\$ _____
 Outings\$ _____
 Supplies\$ _____
 Toys\$ _____
 _____\$ _____
 _____\$ _____
 Total Daycare Hours _____
 Indirect Use of Home _____

Daycare Income:

Payments Rec'd.....\$ _____
FIA Payments.....\$ _____
Reimbursements.....\$ _____
.....\$ _____

Farm Business:

Chemicals.....\$ _____
Conservation.....\$ _____
Cost of Resale.....\$ _____
Custom Hire.....\$ _____
Feed.....\$ _____
Fertilizer/Lime.....\$ _____
Freight/Trucking.....\$ _____
Gas/Oil/Fuel.....\$ _____
Gallons (Gas).....\$ _____
Hired Labor.....\$ _____
Rent/Lease Land, Animals.....\$ _____
Seeds/Plants.....\$ _____
Storage.....\$ _____
Vet, Breeding and Medicine.....\$ _____
.....\$ _____
.....\$ _____
.....\$ _____

Farm Income:

AG Payments.....\$ _____
CCC Loan.....\$ _____
Co-op Distributions.....\$ _____
Crop Insurance.....\$ _____
Energy Credits.....\$ _____
.....\$ _____
Sale of Crops.....\$ _____
Sale of Livestock.....\$ _____
Livestock Basis.....\$ _____

Income:

1099 Misc.....\$ _____
Energy Credits.....\$ _____
Interest Earned.....\$ _____
Investment Income.....\$ _____
Returns.....\$ _____
.....\$ _____
.....\$ _____

Asset Purchased:	Date:	Amount:

DISCLAIMER: This worksheet is provided as a guideline only and may not reflect all requirements for your individual circumstances. Please direct any questions to your tax advisor.