Items needed for small & in home business taxes

1. **Gross Receipts or sales**
2. **Expenses:**

Advertising

Car & Truck expenses (business miles)

Commissions and fees

Assets purchased (include item name, date & amount)

Insurance for business

Interest on any business loans

Any legal or professional fees

Office expenses

Rent or lease for business property or equipment

Repairs or maintenance to business property

Supplies

Taxes & Licenses

Travel, meal & entertainment expenses

Utilities for business if metered separate from the home.

Other expenses

1. **Costs of Goods Sold (All At Cost):**

Inventory at the beginning of the year

Purchases

Inventory at the end of the year

Expenses for Use of Home:

Area used regularly and exclusively for business

Total area of home

Mortgage interest

Real estate taxes

Home owners insurance

Rent (if you do not own your home)

Repairs to house

Utilities for house (include cell phone bill)