



Employee Business Expense Organizer

Taxpayer Expenses

Spouse Expenses (Please Use Separate Forms)

Advertising & Promotion	\$	Professional Subscriptions	\$
Customer Gifts & Incentives	\$	Printing	\$
Entertainment	\$	Professional Dues	\$
Education	\$	Rent of Machinery & Equipment	\$
Internet	\$	Small Tools and Safety Equipment	\$
Licenses	\$	Telephone Cell Phone/ Business ____ %	\$
Lodging	\$	Transportation (taxi, train, bus, etc.)	\$
Meals	\$	Uniforms (non-usable outside of work)	\$
Office Supplies	\$	Other:	\$
Postage Expense	\$	Other:	\$

Vehicle Expenses:

<i>Mileage</i>	<i>Vehicle #1</i>	<i>Vehicle #2</i>
Date Vehicle Placed in Service		
Vehicle Year, Make and Model		
Odometer Reading on January 1 st		
Odometer Reading on December 31 st		
TOTAL mileage driven during the year		
Business Mileage driven during the year (do not include commuting)		
Business parking fees & tolls (exclude personal)	\$	\$
Was another vehicle available for personal use?	Yes No	Yes No
Do you have evidence to support your deduction?	Yes No	Yes No
Is the evidence you have written evidence?	Yes No	Yes No

<i>Actual</i>	<i>Vehicle #1</i>	<i>Vehicle #2</i>
Operating Expenses, including gasoline, oil, repairs, maintenance, insurance, registration (not traffic violations), etc.		
If you <i>OWN</i> the vehicle(s):		
Date Purchased		
Vehicle Cost		
Vehicle Loan Interest Paid During the Year		
If you <i>LEASE</i> the vehicle(s):		
Date Lease Began		
Length of Lease		
Cost of Vehicle (If you had purchased it)		
Down Payment on Lease		
Lease Payments for the Year		

Business Assets Acquired:

Did you acquire assets used in your business during the year (computers, equipment, furniture, etc.)? If yes, provide details below for each.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Purchased	Description	% of Business Use	Cost
			\$
			\$
			\$

Business Use of Home:

Square Footage Used Exclusively for Business Office/Storage	
Square Footage of Home	
Original Cost of Home + Cost of Subsequent Improvements	\$
Deductible Home Mortgage Interest Form 1098	\$
Real Estate Taxes Paid	\$
Insurance	\$
Rent	\$
Repairs and Maintenance	\$
Utilities	\$
Other Expenses (Security, HOA, Pest Control, etc.)	\$
Other:	\$
Other:	\$
Other:	\$