



Your Business Expenses



Tax Guide Series

The IRS allows business owners to include certain expenses on their tax returns. The following is a list of the **most common items** utilized by small business owners, independent contractors and others. Please note that this list is only a guide, but most of our clients find it quite useful. Be sure to review this list with your preparer to determine which items are most appropriate for your specific tax situation.

- Lease Payments & Utilities** (for commercial office space)
- Communication & Technology** - Cable, Internet, Cell Phone
- Office Supplies**
 - Printer & Printer Supplies
 - Toner/Ink Cartridges
 - Paper
 - Computer
 - Postage / Postage Supplies
 - Computer Parts & Accessories
 - Software
 - Desk Supplies (Pens, Staples, etc.)
 - File Cabinet
 - Computer Repairs
- Web Site**
 - Web Design
 - Web Maintenance
 - Web Hosting
 - Web Advertising
- Entertainment**
- Restaurant Meals**
- Business Trips**
 - Airfare
 - Hotel
 - Rental Car
 - Meals
- Advertising**
 - Signs
 - Business Cards
 - Brochures
 - TV or Radio
 - Newspaper Ads
- House** – *Not appropriate for all businesses. Please discuss with tax preparer.
- Clothing**
 - Uniforms
 - Clothing bought specifically for business use
- Office Furniture**
 - Desks
 - Chairs
 - Bookshelf
- Car/Transportation**
 - Mileage (recommended) OR
 - Tolls, Gas
- Supplies or Equipment**
 - * Needed For Your Business
- Maintenance**
 - General Cleaning Costs
 - Housekeeping (for your office space)
 - Landscaping (for your office space)