| ☐ Accounting or bookkeeping services | ☐ Personal property used for business |
|---|--|
| ☐ Advertising and promotional expenses* | □ Postage |
| ☐ Bad debts/bounced checks* | ☐ Product displays, exhibiting expenses* |
| ☐ Bank charges | ☐ Professional services (artists, editors, |
| ☐ Books and periodicals (business related) | copywriters, independent contractors, etc.) |
| ☐ Briefcase or samples case | ☐ Public Relations (PR) services |
| ☐ Business conferences/workshops* | ☐ Publishing services (books) |
| ☐ Business gifts* | □ Refunds |
| ☐ Business organizational expenses* | ☐ Rent or mortgage interest & real estate taxes* |
| ☐ Business start-up costs* | Repairs and maintenance costs* |
| ☐ Camera/video equipment | Research and development (R&D) expenses* |
| ☐ Child care* | ☐ Safe deposit box* |
| ☐ Cleaning services (office; business-related | |
| ☐ Collection agency fees | ☐ Sales/Use taxes |
| ☐ Computer system & software* | ☐ Selling fees (PayPal, Clickbank, eBay, |
| ☐ Consulting fees* | affiliates, etc.)* |
| | <u> </u> |
| ☐ Conventions and trade show expense | ☐ Stationery & other printed materials* |
| Copyright fees | ☐ Subscriptions, business related |
| ☐ Decorating or remodeling costs* | ☐ Supplies and materials |
| ☐ Delivery charges | ☐ Tax preparation fee* |
| Depreciation* | ☐ Telephone/fax expenses* |
| ☐ Design services (printed/promotional | ☐ Tools of your trade |
| materials) | ☐ Trademark expenses* |
| ☐ Distribution services | ☐ Travel expenses, business-related* |
| ☐ Domain names* | Uniforms or special costumes used in trade or |
| □ Donations* | profession |
| Educational expense* | Utilities* |
| ☐ Entertainment, business-related* | ☐ Vehicle used for business* |
| Equipment lease/rental costs | ☐ Wages to employees* |
| ☐ Equipment purchases | ☐ Website design, development, support costs* |
| (depreciate/expense)* | |
| ☐ Freight and shipping charges | |
| ☐ Greeting cards (holiday, business-related) | * |
| ☐ Insurance premiums* | |
| ☐ Interest (business-related)* | |
| ☐ Internet service provider (ISP) fees* | |
| ☐ Inventory* | |
| ☐ IRA or Keogh account deposits* | |
| ☐ Labor costs | |
| Legal and professional fees | |
| Licenses and permits | |
| ☐ Mailing list development/maintenance | |
| costs | |
| ☐ Memberships & dues* | |
| ☐ Moving expenses* | |
| ☐ Office furnishings and décor* | |
| ☐ Office music system* | |
| ☐ Office refreshments* | |
| ☐ Office supplies | |
| ☐ Patent fees and expenses* | |
| ☐ Personal Computer used for business* | |