

Business Expenses Checklist

Salaries and wages, such as compensation for your staff	\$	Professional fees paid to accountants, lawyers, etc.	\$
Business travel expenses, including meals and lodging	\$	Education expenses to maintain or improve required skills	\$
Rent payments, such as your office rent	\$	50% of the cost of business meals	\$
Insurance premiums, including for fire, storm, theft, accident, or other similar losses	\$	Home office expenses	\$
Interest on business loans	\$	Bad debts closely related to the business when they become partly or totally worthless	\$
Taxes, including state and local taxes directly attributable to the business	\$	Amortization of certain business startup costs and other intangibles; charitable contributions	\$
Depreciation of business property, including buildings, machinery, and equipment	\$	Legal fees that are ordinary and necessary expenses to operating the business	\$
Repairs and maintenance, as long as they are routine and do not improve the property	\$	Employee achievement awards, with certain limitations	\$
Advertising expenses	\$	Business gifts, up to \$25 per recipient per year	\$
Office expenses like supplies and postage	\$	Subscriptions to professional journals and trade publications related to the business	\$
Utilities for electricity, water, and gas used in the business	\$	Software and online services used in the business	\$
Employee benefits, including health insurance, life insurance, and retirement plans	\$	Telephone and internet services used in the business	\$