

Premier Financial Tax & Accounting Services

Business Expenses Worksheet

	Amount	
Advertising & Promotions		
<b>Car Expense (Owned/Lease)</b>		
a. Gas		
b. Repairs Costs		
c. Insurance		
d. Parking or Parking Tickets		
<b>Commission and Fees</b>		
Meals & Entertainments (Food)		
a. Business Meal		
a. Personal Meal		
Taxes and licenses		
a. Car Registration		
b. Business License		
<b>Utilities</b>		
a. Cable Fees		
b. Cellphone		
c. Internet Fees		
d. Land Line		
e. Skype/fax/online phone services		
<b>Other Business Expense</b>		
a. Accounting/Tax Prep Fees		
b. Equipment Rentals		
c. Health Insurance		
d. Interest Expense		
e. Legal Fees		
f. Meal & Entertainment		
g. Office Rent		
h. Office Supplies		
i. Supplies (other than office)		
j. Bank Charges (Business)		
Other expenses		
<b>Reserved for future use</b>		

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Car Year: \_\_\_\_\_ Make : \_\_\_\_\_ Model: \_\_\_\_\_  
 Total Mileage: \_\_\_\_\_ Personal: \_\_\_\_\_  
 Business Miles: \_\_\_\_\_ Commute \_\_\_\_\_  
 Date Purchased: \_\_\_\_\_ Date Put In Service: \_\_\_\_\_

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**Business Expenses Worksheet**

I attest the information provided are the accurate accounting record keeping for the tax year.  
I have backup documents to support these expenses.

Business Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_