



# CAROLINA TAX PROFESSIONALS

WHEN YOU ARE IN NEED OF AN ACCURATE, ETHICAL & KNOWLEDGEABLE TAX PROFESSIONAL

RALEIGH \* DURHAM \* CHAPEL HILL \* CHARLOTTE \* FAYETTEVILLE \* GREENSBORO  
AND SURROUNDING AREAS

Tel: 919-730-6536, Website: [www.carolinataxpro.com](http://www.carolinataxpro.com), e-mail: [carolinataxpro@carolinataxpro.com](mailto:carolinataxpro@carolinataxpro.com)

## BUSINESS DEDUCTIONS CHECKLIST

- ALL INCOME FROM YOUR BUSINESS**  
\$ \_\_\_\_\_
- Advertising Cost \$ \_\_\_\_\_
- Car Mileage for your business purposes (*See our Excel Spreadsheet download*)  
# \_\_\_\_\_
- Year/Make/Model of your vehicle  
\_\_\_\_\_
- Current value of your personal vehicle  
\$ \_\_\_\_\_
- Fair Market Value of your vehicle (*Bring copy of your vehicle registration card*) \$ \_\_\_\_\_
- Vehicle Insurance \$ \_\_\_\_\_
- Vehicle property tax \$ \_\_\_\_\_
- Vehicle repairs \$ \_\_\_\_\_
- Legal/professional fees \$ \_\_\_\_\_
- Office expense \$ \_\_\_\_\_
- Equipment Rental \$ \_\_\_\_\_
- Supplies \$ \_\_\_\_\_
- Travel for your business \$ \_\_\_\_\_
- Meals brought while working at your business \$ \_\_\_\_\_
- Entertainment for your business  
\$ \_\_\_\_\_
- Utilities for running your business  
\$ \_\_\_\_\_
- Contract labor \$ \_\_\_\_\_
- Rent of lease of office  
\$ \_\_\_\_\_
- Cell phone expenses \$ \_\_\_\_\_
- Cell phone bill \$ \_\_\_\_\_
- Internet \$ \_\_\_\_\_
- Computers \$ \_\_\_\_\_
- Computer Accessories \$ \_\_\_\_\_
- Software \$ \_\_\_\_\_
- Physical dimension of office in home to deduct Business use of home  
# \_\_\_\_\_

- Other \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_
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- Other \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_

This worksheet provides a way for you to organize your credit and deduction information only. Whether or not an item is listed on this worksheet is not necessarily an indicator of whether an item is taxable or deductible. Tax regulations change often, and specific circumstances may determine whether any item is relevant to your situation. This worksheet cannot substitute for tax knowledge or professional tax advice. Please contact Carolina Tax Professionals at 919-730-6536, email at [carolinataxpro@carolinataxpro.com](mailto:carolinataxpro@carolinataxpro.com) or visit our website at [www.carolinataxpro.com](http://www.carolinataxpro.com) with any specific questions or to book your tax appointment.

I hereby verify that the information provided on this worksheet is accurate and complete. I understand it is my sole responsibility and my continuing obligation to include all information concerning deductions and other information necessary for the preparation of my personal income tax return. **I have not overstated these deductions and acknowledge that false information on a tax return could constitute a federal crime.** I do not hold Carolina Tax Professions or its tax preparers responsible for validating these expenses & deductions.

Signature \_\_\_\_\_

Date \_\_\_\_\_

