



Chicago Office
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Palatine Office
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Business Expense List

Company Name _____ Tax Year _____

Your Name _____

Bank account ending balance as of December 31st: \$ _____

Total gross income (before expenses): \$ _____

I Expenses

Amount

1 Office rent.....	1	_____
2 Repairs (equipment).....	2	_____
3 Advertising.....	3	_____
4 Accounting.....	4	_____
5 Bank and credit card fees.....	5	_____
6 Dues.....	6	_____
7 Equipment rent.....	7	_____
8 Business gifts.....	8	_____
9 Insurance (workers compensation, liability, etc.).....	9	_____
10 Laundry.....	10	_____
11 Legal and professional consulting.....	11	_____
12 Meals and entertainment.....	12	_____
13 Office expenses.....	13	_____
14 Supplies.....	14	_____
15 Parking and tollways.....	15	_____
16 Licenses and permits.....	16	_____
17 Postage and delivery.....	17	_____
18 Security systems.....	18	_____
19 Telephone.....	19	_____
20 Small tools.....	20	_____
21 Travel expenses.....	21	_____
22 Uniforms.....	22	_____
23 Utilities.....	23	_____
24 Materials.....	24	_____
25 Outside services/subcontractors.....	25	_____
26 Officers compensation/salaries & wages.....	26	_____
27 Payroll taxes.....	27	_____
28 Contributions/loans made by owners/shareholders.....	28	_____
29 Distributions / withdrawals of money by owners /shareholders.....	29	_____

II Other Expenses (specify)

a State tax paid by the corporation in prior year.....	a	_____
b Corporate Annual Report fee paid to the Secretary of State.....	b	_____
c.....	c	_____
d.....	d	_____
e.....	e	_____

Signature _____

Date _____

over →

III Automobile Expenses

a If you deduct actual expenses specify:

• fuel.....	•	
• repairs & maintenance.....	•	
• registrations.....	•	
• car wash.....	•	
• insurance.....	•	
• loan interest (only interest paid, not entire payment).....	•	

b If you deduct miles specify:

• odometer reading as of January 1st.....	•	
• odometer reading as of December 31st.....	•	
• total miles driven.....	•	
• business miles during this period.....	•	
• is the vehicle purchased [] or leased [].....	•	

IV Additional Expense List For Transportation Businesses

1 Truck insurance.....	1	
2 DOT inspections.....	2	
3 Heavy Vehicle Highway Use Tax.....	3	
4 IFTA.....	4	
5 Loan interest (truck & trailer)/ interest only, not entire payments.....	5	
6 Transportation registrations & plates.....	6	
7 Scales.....	7	
8 Truck wash.....	8	
9 Lumper service.....	9	
10 Medical examination (occupational).....	10	
11 Meals-per diem rates allowances.....		
a. Full days (calculate days).....	a	
b. Partial days (calculate partial days; for example departure or arrival).....	b	

V Additional Information

1 List of Assets: (equipment, tools cost \$500 or more)

<u>Description</u>	<u>Date of purchase</u>	
a	a
b	b
c	c
d	d
e	e

List any vehicle and/or equipment loans used in business*

*To get information listed below contact your bank (amount should be as of December 31st)

<u>Asset/vehicle name</u>	<u>Interest paid</u>	<u>Principal balance</u>
a
b
c
d
e

Signature _____ Date _____