

HOUSE CLEANING / JANITORIAL EXPENSES (continued)

ADVERTISING/PROMOTION: Ads, business cards, greeting cards, sales aids, catalogs, etc.	
*COMMISSIONS & FEES PAID: Contract labor.	
EMPLOYEE BENEFITS: Health insurance, company party, mileage reimbursements, etc.	
INSURANCE: Worker's Comp, business liability (do not include auto/truck/health)	
INTEREST: Paid to financial institution (Mortgage) Paid to individual	
OTHER INTEREST: (do not include auto or truck) List life insurance loans separately Business-only credit card	
*LEGAL & PROFESSIONAL: Attorney fees for business, accounting fees, bonds, permits, etc.	
OFFICE EXPENSE: Postage, stationery, office supplies, computer supplies, pens, etc.	
PENSION/PROFIT SHARING: Employees only	
*RENT/LEASE: Machinery and equipment Other business property	
*REPAIRS & MAINTENANCE: Building, equipment, etc. (do not include auto or truck)	
SUPPLIES: Mops, brooms, brushes, buckets Cleaners, polishes, rags, sponges Safety equip., first aid kit, lights, etc. Trash & vac. bags, extension cords	
TAXES: Personal property Licenses (not auto/truck) Real estate of business building & land Sales tax (if included in gross sales) Payroll (your share Soc.Sec./Medicare)	
TRAVEL (number of nights away): City _____ Nights out ____ City _____ Nights out ____ City _____ Nights out ____ City _____ Nights out ____ City _____ Nights out ____ City _____ Nights out ____ City _____ Nights out ____ City _____ Nights out ____	

EXPENSES (AWAY FROM HOME OVERNIGHT): Lodging Meals & tips (keep total separate from other costs) Convention fees Cruise ship convention/seminar Airplane or train fares Auto rental, taxis or bus fares Other (incidentals, laundry, etc.)	
MEALS & ENTERTAINMENT: Business meals Gifts (limited to \$25 per individual or couple) Tickets Tickets to qualified charitable events	
UTILITIES & TELEPHONE (business building): Electricity, water, sewer, garbage (business) Natural gas/heating fuel (business) Telephone (bus. line, second line, other options) Faxes, paging svcs, cellular svcs, online svcs Business long distance (from home telephone)	
WAGES: (bring your copy of W-2s/941s if they have been filed) Wages to spouse (subject to Soc.Sec. and Medicare tax) Wages to children under 18 (not subject to Soc.Sec. and Medicare tax) Other	
OTHER EXPENSES (not listed elsewhere): Bank charges, credit card machine Dues & publications Education, manuals Fuel for equipment (not truck/auto) Laundry & cleaning Printing & copying Shipping, courier services Trade show fees Uniforms, boots/shoes, aprons, gloves	

EQUIPMENT PURCHASED

(Floor polisher, vacuum cleaners, wet/dry vac, ladders, lights, space heaters, fans, "wet floor" signs, carts, storage cabinets, furniture)

Item Purchased	Date Purchased	Business Use %	Cost (including sales tax)	Item Traded	Additional Cash Paid	Traded with Related Property	Other Information

*1099s: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.

Due date of return is January 31. Nonfiling penalty may apply. If recipient does not furnish you with his/her Social Security number, you are required to withhold tax on the payment(s).

Name	Address	Social Security #	Amount	Purpose of Payment

Sign here _____