

**\*\*\* NOTE: If this is the first year we are preparing your returns please provide your prior year's depreciation schedule (or if the property was purchased last year provide the purchase document) \*\*\***

Please enter all pertinent amounts.

**EXPENSES**

2021 Amount

Accounting.....		
Advertising.....		
Answering service.....		
Bad debts from sales or service.....		
Bank charges.....		
Car and truck expenses (not entered elsewhere).....		
Commissions.....		
Contract labor.....		
Delivery and freight.....		
Dues and subscriptions.....		
Employee benefit programs.....		
Insurance (other than health).....		
Mortgage interest (paid to banks, etc.).....		
Other interest (not entered elsewhere).....		
Janitorial.....		
Laundry and cleaning.....		
Legal and professional.....		
Miscellaneous.....		
Office expense.....		
Outside services.....		
Parking and tolls.....		
Pension and profit sharing plans - contributions.....		
Pension and profit sharing plans - admin. and education costs.....		
Postage.....		
Printing.....		
Rent - vehicles, machinery, & equipment (not entered elsewhere).....		
Rent - other.....		
Repairs.....		
Security.....		
Supplies.....		
Taxes - real estate.....		
Taxes - payroll.....		
Taxes - sales tax included in gross receipts.....		
Taxes - other (not entered elsewhere).....		
Telephone.....		
Tools.....		
Travel.....		
Total meals in full (50%).....		
Department of Transportation meals in full (80%).....		
Uniforms.....		
Utilities.....		
Wages.....		

Other expenses:

_____		
_____		
_____		
_____		
_____		

**NOTE: If you purchased or disposed of any business assets, please complete Sheet 22.**

Total Miles Driven Last year  miles

Business Miles Drive Last Year  miles

Please enter last year's indirect expenses in full. Nonbusiness portion will carry to Schedule A. Business percentage will be applied to indirect expenses only.

BUSINESS USE OF HOME

Last Year's Amount

Table with 2 columns: Description and Last Year's Amount. Rows include Form, Business use area (square footage), Total area of home (square footage), Total hours facility used (for daycare facilities only), Total hours available (if not 8,760), Area of home included above used exclusively for daycare business, if any (sq ft), % (.xx) or amount of gross income from home if not 100% (-1 if none), and % (.xx) or amount of expenses from home if not 100% (-1 if none).

INDIRECT EXPENSES

NOTE: Indirect expenses are for keeping up and running your entire home. They benefit both the business and personal parts of your home.

Table with 2 columns: Description and Amount. Rows include Mortgage interest, Real estate taxes, Casualty losses, Insurance, Miscellaneous, Rent, Repairs and maintenance, Utilities, Excess mortgage interest, Excess real estate taxes, and Other indirect expenses.

DIRECT EXPENSES

NOTE: Direct expenses benefit only the business part of your home. They include painting or repairs made to specific areas or rooms used for business.

Table with 2 columns: Description and Amount. Rows include Mortgage interest, Real estate taxes, Casualty losses, Insurance, Miscellaneous, Rent, Repairs and maintenance, Utilities, Excess mortgage interest, Excess real estate taxes, Excess casualty losses, Allowable casualty losses, and Other direct expenses.

\* Estimates on these expenses are generally fine as only a small percentage is deducted.