# Business Name: Asset Date Purchased Cost Date Placed in Service Out of Service Selling Price Trade-In? In Service Date Sold or Taken Out of Service Selling Price Trade-In?

| ii tilis is your iiist year w | itti our iirii, piease prov | nue a depreciation scriedo | lie for all property placed i | i service ili prior years. |
|-------------------------------|-----------------------------|----------------------------|-------------------------------|----------------------------|
|                               |                             |                            |                               |                            |

| Inventory                               |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| Inventory at the beginning of the year  |  |  |  |  |  |  |  |
| Purchases                               |  |  |  |  |  |  |  |
| Cost of labor                           |  |  |  |  |  |  |  |
| Materials and supplies                  |  |  |  |  |  |  |  |
| Other costs                             |  |  |  |  |  |  |  |
| Minus: Inventory at the end of the year |  |  |  |  |  |  |  |
| Total                                   |  |  |  |  |  |  |  |

### **Contact Us**

There are many events that occur during the year that can affect your tax situation. Preparation of your tax return involves summarizing transactions and events that occurred during the prior year. In most situations, treatment is firmly established at the time the transaction occurs. However, negative tax effects can be avoided by proper planning. Please contact us in advance if you have questions about the tax effects of a transaction or event, including the following:

- Pension or IRA distributions.
- Significant change in income or deductions.
- Job change.
- Marriage.
- Attainment of age 59½ or 70½.
- Sale or purchase of a business.
- Sale or purchase of a residence or other real estate.

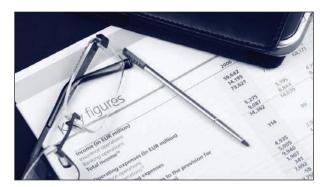
- · Retirement.
- Notice from IRS or other revenue department.
- Divorce or separation.
- Self-employment.
- Charitable contributions of property in excess of \$5,000.

This brochure contains general information for taxpayers and should not be relied upon as the only source of authority.

Taxpayers should seek professional tax advice for more information.

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# Business Expenses Worksheet





5908 Bardstown Rd Louisville, KY 40291

Phone: (502) 231-2771 Fax: (502) 231-2724

www.TaxLadiesInc.net

## **Business Expenses Worksheet**

### **Business Name:**

| Date   | Advertising | Commissions<br>and Fees | Contract Labor | Employee<br>Benefit<br>Programs | Insurance<br>(other than<br>health) | Interest | Legal and<br>Professional<br>Fees | Office Expense | Pension and<br>Profit-Sharing<br>Plans | Rent or Lease | Repairs and<br>Maintenance | Supplies | Taxes and<br>Licenses | Utilities | Wages | Other |
|--------|-------------|-------------------------|----------------|---------------------------------|-------------------------------------|----------|-----------------------------------|----------------|--|---------------|----------------------------|----------|-----------------------|-----------|-------|-------|
|        |             |                         |                |                                 |                                     |          |                                   |                |  |               |                            |          |                       |           |       |       |
|        |             |                         |                |                                 |                                     |          |                                   |                |  |               |                            |          |                       |           |       |       |
|        |             |                         |                |                                 |                                     |          |                                   |                |  |               |                            |          |                       |           |       |       |
|        |             |                         |                |                                 |                                     |          |                                   |                |  |               |                            |          |                       |           |       |       |
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|        |             |                         |                |                                 |                                     |          |                                   |                |  |               |                            |          |                       |           |       |       |
|        |             |                         |                |                                 |                                     |          |                                   |                |  |               |                            |          |                       |           |       |       |
| Totals |             |                         |                |                                 |                                     |          |                                   |                |  |               |                            |          |                       |           |       |       |