

# Self-Employed and Employee Business Expenses Questionnaire

**THE BIGGEST IN TAX SAVINGS COMPANY**, A Division Of: Philusa Incorporated  
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**INSTRUCTIONS:** In order to find every deduction, credit and tax benefit you are entitled to, please answer the following questions regarding your income, reimbursements, deductions expenses, etc.

1	<b>Vehicle Expenses</b>	Make	Year	<input type="checkbox"/> Original vehicle cost \$ or <input type="checkbox"/> monthly lease or rental cost \$			
2	Date vehicle placed in service for business purposes:		Was depreciation taken in previous years? <input type="checkbox"/> No <input type="checkbox"/> Yes How much? \$				
3	Total number of miles you drove your vehicle during 20____:						
	Average daily roundtrip commuting distance		Total commuting distance				
	Business	Personal/Other	Total				
4	Do you or your spouse have another vehicle available for personal use? <input type="checkbox"/> Yes <input type="checkbox"/> No						
5	Was your vehicle available for use during off-duty hours? <input type="checkbox"/> Yes <input type="checkbox"/> No						
6	Was vehicle sold in 20____ <input type="checkbox"/> No <input type="checkbox"/> Yes Price			Do you have written evidence to support your deductions? <input type="checkbox"/> Yes <input type="checkbox"/> No			
7	Gasoline/oil	Repairs	Insurance	Parking/tolls/etc			
8	<b>Profit or Loss From Business</b>	Business Name		Address			
9	<b>Income:</b>	Gross receipts or sales	Returns & allowances		Purchases less items withdrawn for personal use		
		Beginning inventory	Ending inventory	Labor costs	Materials/ supplies	Other costs	
10	<b>Expense:</b>	Advertising	Bad Debts	Commissions	Depreciation	Insurance	Interest
		Legal & professional fees	Office expenses	Pension plan	Rent or lease – machinery/ etc	Repairs/ maintenance	Supplies
		Taxes, licenses, permits	Travel	Meals & entertainment	Lodging	Telephone	Utilities
		Medical insurance premium	Wages	Business related seminars, courses, videos, etc.			Other expenses
11	<b>Employee Business Expense</b>	Union dues		Hand tools			
	Business Gifts	Moving Expenses		Job-hunting expenses			
	Uniforms/ work clothes	Cleaning & laundering		Association dues			
	Computers/ office equipment	Bond costs		Conventions			
	Books used on the job	Job agency fees		Home office expenses			
	Teachers: Expenses	Other					

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