



# INTRODUCTION

In order to deduct expenses in your trade or business, you must show that the expenses are "ordinary and necessary." An ordinary expense is one that is customary in your particular line of work. A necessary expense is one that is appropriate but not necessarily essential in your business. The application of these terms to you relies heavily on the "facts and circumstances" of your unique situation.

**IMPORTANT** – For Federal purposes, the expenses included in this brochure are no longer deductible after 2017 and generally through 2025 as a result of tax reform (TCJA). However, not all states conformed to TCJA and these items may still be deductible on your state tax return.

## EQUIPMENT PURCHASES:

Answering Machine	
Calculator	
Cell Phone	
Computer Equipment	
Copy Machine, Printer	
Desk & Chairs	
Fax Machine	
File Cabinets	
Furnishings	
Pager	
Recorder	
Shredder	
Telephone	
Other: _____	

## COMMUNICATION EXPENSES:

Cellular Service	
Fax Transmissions/Line	
Internet Service	
Paging Service	
Phone Card	
Second (Business Line)	
Toll Calls	
Other: _____	

## OUT-OF-TOWN TRAVEL:

Airfare	
Bridge & Highway Tolls	
Bus & Subway	
Car Rental	
Laundry	
Lodging (do not combine with meals)	
Meals (do not combine with lodging)	
Parking	

Porter, Bell Captain	
Taxi, Uber, Lyft & similar	
Telephone Calls (including home)	
Train	

## AUTO TRAVEL:

Meetings (mi)	
Continuing Education (mi)	
Out-of-Town Business Trips (mi)	
Parking Fees (\$)	
Tolls (\$)	

## PROFESSIONAL FEES & DUES :

Association Dues	
Credentials	
License	
Professional Associations	
Union Dues	
Other: _____	

## SUPPLIES & EXPENSES:

Briefcase	
Business Meals (enter 100% of expense)	
Business Cards	
Clerical Service	
Computer Software	
Computer Supplies	
Customer Lists	
Entertainment (enter 100% of expense)	
Equipment Repair	
Fax Supplies	
Gifts (max. \$25 per person per year)	
Greeting Cards	
Legal & Professional Services	
Office Expenses	
Photocopy, Printing Expenses	
Postage	
Shipping	
Stationery	

Technical Publications	
Other: _____	

## HOME OFFICE DEDUCTION:

Total Square Feet of Home	
Business Area of Home	
Business Hours (total for year)	
Home Mortgage Interest	
Property Taxes	
Insurance	
Homeowners/Condo Association	
Rents	

ALLOCATED EXPENSES *: (Read Instruction in opposite page)	Direct	Indirect
Cleaning Service		
Maintenance		
Painting		
Repairs - Exterior		
Repairs - Interior		
Trash Service		
Utilities - Electric		
Gas		
Water		
Other: _____		
Other: _____		

\* Expenses related to your home office can either be direct or indirect expenses. Direct expenses are those which can be directly allocated to your business, such as a separate phone line or Internet connection exclusively for your business. Indirect expenses are those that are allocated to the entire house, such as electric, gas and water expenses.

## CONTINUING EDUCATION:

Correspondence Course Fees	
Course Registration	
Lab Fees	
Materials & Supplies	
Photocopy, Printing Expenses	
Reference Materials	
Research Expenses	
Seminar Fees	
Textbooks	
Other: _____	