Depreciation						
Business Name:						
Asset	*Date Purchased*	*Cost*	*Date Placed in Service*	*Date Sold or Taken Out of Service*	*Selling Price*	*Trade-In Allowance*
If this is your first year with our firm, please provide a depreciation schedule for all property placed in service in 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	

Car Expenses			
Mileage		*Actual Expenses*	
Beginning of year odometer		Gas/oil	
End of year odometer		Insurance	
Business mileage		Parking fees/tolls	
Commuting mileage		Registration/fees	
Other mileage		Repairs	

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 72.
- 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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TAX YEAR
2021

Business Expenses Worksheet

RTOR Tax Professionals

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Business Expenses Worksheet

Business Name:

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

Business Use of Home

All Taxpayers			***For Daycare Only***		
Business use are (square footage)			Hours used for daycare		
Total area of home (square footage)			Total hours in year		8,784 hrs
	Direct	*Indirect*		*Direct*	*Indirect*
Mortgage interest			Repairs & Maintenance		
Property taxes			Utilities		
Insurance			Other:		
Rent			Other:		
Depreciation of the Home					
Lower of cost or FMV			Improvements		
Value of land			Casualty loss		

Travel Expenses

City Visited (for per diem)	***# of days***	***Travel Expenses***	
		Airfare	
		Bus, train, taxi	
		Lodging	
		Parking & tolls	
		Meals (actual receipts)	
		Other:	