

Pamela Price EA Inc.

Pamela Price EA & Associates
Enrolled to practice before the Internal Revenue Service

2019 SERVICE BUSINESS

INCOME

• **GROSS RECEIPTS** _____

DEDUCTIONS

• **TAX PREPARATION** _____

AUTO EXPENSE: We ***MUST*** have your odometer reading!

	Year, Make, Model	Date Acqrd	Odometer Reading	Date Taken
Vehicle #1:	_____	_____	_____	_____
Vehicle #2:	_____	_____	_____	_____

	Vehicle #1	Vehicle#2
Total miles driven	_____	_____
Total miles for business	_____	_____
Gas, oil and lubrication	_____	_____
Repairs	_____	_____
Tires/batteries/supplies	_____	_____
Insurance	_____	_____
Lease cost	_____	_____
Wash and wax	_____	_____
Auto club	_____	_____
Loan interest (Schedule "C")	_____	_____
License (DMV Renewal)	_____	_____
Sales tax (if you purchased a car)	_____	_____
Parking	_____	_____

***NOTE:** Two vehicles are listed when a replacement is purchased in the course of the year or when two cars are used concurrently for this business activity. Please bring purchase OR lease papers on newly acquired vehicles.

TRAVEL: List city AND number of days per city: _____

Air Fares _____	Cost of Lodging _____
Meals _____	Tips & Baggage _____
Laundry & Cleaning _____	Telephone _____
Local Transportation _____	Other _____
<small>(Taxis, subways, car rental, cost to and from airports)</small>	

- **ENTERTAINMENT (Business meetings ONLY!)** _____
- **ACCOUNTING** _____
- **ADVERTISING** _____
- **ANSWERING SERVICE / VOICEMAIL** _____
- **BANK CHARGES** (Only if you have a business account) _____
- **BUSINESS GIFTS** (Limited to \$25 per gift, per person) _____
- **CELLULAR PHONE** _____

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- COMMISSIONS _____
- DELIVERY _____
- DUES AND PUBLICATIONS _____
- EQUIPMENT RENTAL _____
- INSURANCE _____
- INTERNET _____
- JANITORIAL SERVICES _____
- LAUNDRY AND CLEANING _____
- LEGAL AND PROFESSIONAL FEES _____
- LICENSES AND PERMITS _____
- MAINTENANCE _____
- OFFICE SUPPLIES _____
- OFFICE IN HOME:
 - We need: Total Sq Ftg: _____ Office Sq Ftg: _____
 - Homeowners
 - Mortgage Int: _____ Property Tax: _____
 - Renters
 - Rent: _____
 - BOTH
 - Utilities: _____ Insurance: _____
- ONLINE SERVICES (NO streaming services) _____
- OUTSIDE SERVICES (Fees you paid to others) _____
- PENSION AND PROFIT SHARING PLANS (Not IRAs) _____
- POSTAGE _____
- PRINTING _____
- RENT ON BUSINESS PROPERTY _____
- REPAIRS TO EQUIPMENT OTHER THAN CAR _____
- SALARIES AND WAGES _____
- SUPPLIES _____
- TAXES (This could be business, property, payroll, or sales. List type & amount) _____
- TELEPHONE (Home) _____
- TOOLS _____
- TRAINING _____
- UNIFORMS _____
- BUSINESS EQUIPMENT: (Equipment such as TVs, stereos, etc. which have both a personal and a business use are more difficult unless you have kept a LOG of the business use.) _____

TYPE OF EQUIPMENT	PURCHASE DATE	COST
_____	_____	_____
_____	_____	_____
_____	_____	_____

Others you don't see a place for, questions, and notes:
