

Pamela Price EA Inc.

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

2020 SERVICE BUSINESS

INCOME

- GROSS RECEIPTS _____

DEDUCTIONS

- TAX PREPARATION _____

AUTO EXPENSE: Please sure to give us 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 upload 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	_____

(Taxis, subways, car rental, cost to and from airports)

- 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:
