

# Pamela Price EA Inc.

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

## 2022 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
<b>Total miles driven</b>	_____	_____
<b>Total miles for business</b>	_____	_____
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 _____
<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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_