

BUSINESS EXPENSES OF PROFESSIONALS

NAME: _____

YEAR: _____

SUPPLIES

Briefcase \$ _____
 Business cards _____
 Computer software & supplies _____
 Stationery _____
 Printing _____
 Fax charges _____
 Photocopying _____
 Other: _____
TOTAL: _____

LEGAL & PROFESSIONAL SERVICES

Bookkeeping _____
 Business manager fees _____
 Clerical service _____
 Legal _____
 Tax preparation fees _____
 Other: _____
TOTAL: _____

MEALS & ENTERTAINMENT

Business meals _____
 Entertainment _____
 Event Tickets _____
 Other: _____
 Overnight Business Meals
 & Entertainment _____
TOTAL: _____

TELEPHONE

Answering service _____
 Beeper/pager _____
 Cellular _____
 Faxes _____
 Monthly base rate 2nd line _____
 Toll Calls _____
 Phone Cards _____
 Other: _____
TOTAL: _____

PROMOTION

Advertising _____
 Flowers & Gifts* _____
 Holiday greeting cards _____
 Other: _____
TOTAL: _____

* Gifts are limited to \$25 per individual per year.

If you have any questions, please call:

GrimesTax
Enrolled Agent
2570 Gladiator Drive
Fenton, MO 63026
(636) 225-1114 Fax: (636) 225-1700

DUES AND SUBSCRIPTIONS

License \$ _____
 Professional organization dues _____
 Professional subscriptions _____
 Technical books _____
 Trade publications _____
 Other: _____
TOTAL: _____

CONTINUING DEVELOPMENT

Seminars _____
 Textbooks _____
 Tuition _____
 Other: _____
TOTAL: _____

REPAIR & MAINTENANCE

Computer _____
 Copy machine _____
 Office equipment _____
 Other: _____
TOTAL: _____

UNCLASSIFIED

Bank Charges _____
 Credit Card Fees _____
 Customer lists _____
 Insurance _____
 Office expenses _____
 Postage & shipping _____
 Rent _____
 Other: _____
 Other: _____
TOTAL: _____

EQUIPMENT PURCHASES

	<u>Business %</u>	<u>DATE</u>
Answer machine	_____	_____
Cellular phone	_____	_____
Computer	_____	_____
Copier	_____	_____
Furniture	_____	_____
Fax Machine	_____	_____
Printer	_____	_____
Telephone	_____	_____
Typewriter	_____	_____
Other: _____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL:	_____	_____

