



Your Business Expenses

bottomline
Solutions, Inc.

Tax Guide Series

www.bottomlineacct.com

The IRS allows business owners to include certain expenses on their tax returns which usually lowers their taxable income. The following is a list of the **most common items** utilized by small business owners, independent contractors and others. Please note that this list is only a guide, but most of our clients find it quite useful. Be sure to review this list with your preparer to determine which items are most appropriate for your specific tax situation.

- Lease Payments & Utilities** (for commercial office space)
- Communication & Technology** - Cable, Internet, Cell Phone
- Office Supplies**
 - Printer & Printer Supplies
 - Toner/Ink Cartridges
 - Paper
 - Computer
 - Postage / Postage Supplies
 - Computer Parts & Accessories
 - Software
 - Desk Supplies (Pens, Staples, etc.)
 - File Cabinet
 - Computer Repairs
- Web Site**
 - Web Design
 - Web Maintenance
 - Web Hosting
 - Web Advertising
- Entertainment**
- Restaurant Meals**
- Business Trips**
 - Airfare
 - Hotel
 - Rental Car
 - Meals
- Advertising**
 - Signs
 - Business Cards
 - Brochures
 - TV or Radio
 - Newspaper Ads
- House** – Not Recommended (please discuss with tax preparer)
- Clothing**
 - Dry Cleaning
 - Uniforms
 - Clothing bought specifically for business use
- Office Furniture**
 - Desks
 - Chairs
 - Bookshelf
- Car/Transportation**
 - Mileage (recommended) OR
 - Tolls, Gas
- Supplies or Equipment**
* Needed For Your Business
- Maintenance**
 - General Cleaning Costs
 - Housekeeping (for your office space)
 - Landscaping (for your office space)