MOLEN & ASSOCIATES

Building Relationships That Last Generations.

Income Tax Checklist

Mileage (Personal Vehicle)

Starting Mileage	
Ending Mileage	
Total Miles Driven for the Year	
Commuting Miles	
Training Miles	
Education Miles	
Office Supply Purchase Miles	
Equipment Purchase Miles	
Out-of-Town Miles	
Other Miles	

Advertising

General Advertising	$
Business Cards	$
Promotional Items	$

Education

Continuing Education Expense	$
Tuition/Professional Development	$
Books	$

Legal and Professional

License Fees/Professional Dues	$
Office Rental	$
Business Gifts (Limit $25 per individual)	$
Tax Preparation	$
Other	$

Office Expense

Pens/Pencils/Paper	$
Computer Software/Memory	$
Printer/Fax/Scanner	$
Computer Purchase/Upgrade	$

Entertainment

Business Meals	$
Other Entertainment	$

Travel

Parking(business/non-commute)	$
Tolls (business/non-commute)	$
Airfare	$
Hotel	$

Communication

Cell Phone (Monthly/Annually)	$
Air Card (Monthly/Annually)	$
Internet Monthly/Annually	$
New Cell Phone / Air Card	$

General Supplies (Add Industry Specific Categories)

	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$

Other

Other	$

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