

Tax Matters

2052 Newport Boulevard, Suite 6, Costa Mesa, California 92627-7158



HAIRSTYLIST/MANICURIST DEDUCTIONS

Client:

ID#:

Tax Year:

The purpose of this worksheet is to help you organize your tax deductible business expenses and **maximize your deductions**. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Advertising		Office Expense		Taxes & Licenses	
	Advertising - Bz Cards		Office Supplies		Business Tax
	Advertising - Flyers		Postage		Licenses
	Advertising - Magazines		Postage - not advertising		TOTAL
	Advertising - Newspaper		Refreshment - Customers	Utilities	
	Advertising - Radio & TV		Water Delivery		Gas
	Advertising - Signs		TOTAL		Electric
	Postage - Flyers, etc.	Rent or Lease			Water
	Public Relations/Photos		Business Property		Trash
	Other		Equipment		TOTAL
	TOTAL	Repairs & Maintenance		Wages	
Commissions & Fees			Cleaning Expense		Payroll
	Assistant Fees		Equipment Repairs		Payroll Taxes
	Casual Labor		Equipment Sharpening		Employee Benefits
	Commissions Paid		Laundry	Other Expenses	
	Outside Services		Maintenance Contracts		Client Gifts (\$25 max)
	Referral Fees		Pest Control		Other
	Shampoo Person		TOTAL	Continuing Education	
	TOTAL	Equipment & Supplies			Continuing Education Courses
Insurance			Hairdryers, Drills, etc.		Education - Books
	Fire/Liability		Hair Products		Education - Courses
	Health - Owner Related		Nail Products		Education - Mileage
Interest			Misc. Supplies		Education - Professional Dev.
	Interest - Business Debt		Telephone		Education - Seminars
	Interest - Mortgage		Cell Phone		Hair Shows
	Liability Insurance		Pager		TOTAL
Legal & Professional			Equipment Rental	Telephone	
	Accounting/Bookkeeping		Accounting Software		Answering Service
	Alarm Service		Alarm Equipment		Cellular Phone
	Association Dues		Briefcase		Fax Line
	Association Fees		Carrying Case for Supplies		Fax Transmissions
	Bank Charges		Cleaning Supplies		Long Distance/Toll Calls
	Bz Credit Card Annual Fee		Clipboards		Pager/Voice Mail
	Delivery/Freight Fees		Emblems for Nails		Paging Service
	Dues & Professional Fees		Equipment/Product Holders		Pay Phone
	Legal Fees		Identification Cases		Telephone - Business Line
	Licenses		Small Tools		TOTAL
	Memberships		Smocks	Travel, Meals & Entertainment	
	Notary Fees		Towels & Towel Services		Business Entertainment
	Publications		Luggage for Seminar Travel		Business Meals
	Trade Books/Journals		Uniforms		TOTAL
	Union Dues		Uniform - cleaning/laundry		Travel
	Other		Nail Products	Vehicle & Business Travel	
	TOTAL		TOTAL	See Vehicle, Travel & Entertainment	