



**Ligo Accountants, Ltd.**  
 6904 W. Belmont Ave.  
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**BUSINESS EXPENSES LIST**

Name of Business: \_\_\_\_\_ Year: \_\_\_\_\_

First & Last Name: \_\_\_\_\_

tel: \_\_\_\_\_ email: \_\_\_\_\_

Account balance on 12/31: \_\_\_\_\_

Gross Income (total of deposits at business account): \_\_\_\_\_

**I) EXPENSES**

- 1 Rent ( local, office, etc.) 1 \_\_\_\_\_
- 2 Equipment rental 2 \_\_\_\_\_
- 3 Advertising 3 \_\_\_\_\_
- 4 Repairs (equipment, machines, etc.) 4 \_\_\_\_\_
- 5 Bank and Credit Cards charges 5 \_\_\_\_\_
- 6 Business Meals 6 \_\_\_\_\_
- 7 Gifts 7 \_\_\_\_\_
- 8 Business Insurance 8 \_\_\_\_\_
- 9 Health Insurance 9 \_\_\_\_\_
- 10 Accounting 10 \_\_\_\_\_
- 11 Legal & Professional Fees 11 \_\_\_\_\_
- 12 Office Expenses 12 \_\_\_\_\_
- 13 Miscelenous Expenses 13 \_\_\_\_\_
- 14 Parking & tollways 14 \_\_\_\_\_
- 15 Licenses & Permits 15 \_\_\_\_\_
- 16 Post Office Fees 16 \_\_\_\_\_
- 17 Security 17 \_\_\_\_\_
- 18 Telephone & Internet 18 \_\_\_\_\_
- 19 Small Tools (worth <\$700 each) 19 \_\_\_\_\_
- 20 Business Trips 20 \_\_\_\_\_
- 21 Uniforms 21 \_\_\_\_\_
- 22 Utlities 22 \_\_\_\_\_
- 23 Materials 23 \_\_\_\_\_
- 24 Payments for Subcontractors, DBAs (if >\$600 each 1099 form required) 24 \_\_\_\_\_
- 25 Payments for Other Corporations 25 \_\_\_\_\_
- 26 Salaries & Wages for officers 26 \_\_\_\_\_
- 27 Salaries & Wages for employees 27 \_\_\_\_\_
- 28 Taxes 28 \_\_\_\_\_
- 29 Fees Payable to Secretary of State 29 \_\_\_\_\_
- 30 State Corporate Income Tax paid last year 30 \_\_\_\_\_
- 31 Other Expenses (list below): 31 \_\_\_\_\_
- \_\_\_\_\_ 32 \_\_\_\_\_
- \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**II) CAR/TRUCK EXPENSES**

**1 Actual Expenses**

- fuel
- repairs, supplies, oli change, etc.
- registration
- car wash
- insurance
- loan interest

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**2 If car's mileage is taken under consideration:**

- mileage on the meter on 01/01
- mileage on the meter on 12/31
- Total mileage during the year
- Business Mileage during the year
- (check one) car is: **owned** [ ] leased [ ]

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**III) ADDITIONAL EXPENSES FOR TRANSPORT/TRUCKING COMPANIES**

- 1 Truck Insurance
- 2 "DOT" inspections
- 3 "Heavy Vehicle Highway Use Tax"
- 4 "IFTA"
- 5 Loan Interest on truck or trailer loan
- 6 Registrations and Plates
- 7 Scales
- 8 Truck Wash
- 9 Loading Fees
- 10 Medical Tests (required for drivers)
- 11 PerDiem Allowances (# of days away from home )

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_
- 11 \_\_\_\_\_

**IV) ADDITIONAL INFORMATION**

**1 List of Assets (equipmentt, tools worth >\$700.00)**

	<u>Name od Asset</u>	<u>Date of Purchase</u>	<u>Price of Purchase</u>
a	_____	_____	_____
b	_____	_____	_____
c	_____	_____	_____
d	_____	_____	_____
e	_____	_____	_____

**If the asset/car was bought with loan list below:**

	<u>Name of the asset/car</u>	<u>Interest paid during year</u>	<u>Loan Balance on 12/31</u>
a	_____	_____	_____
b	_____	_____	_____
c	_____	_____	_____
d	_____	_____	_____
e	_____	_____	_____

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_