



**COMPREHENSIVE LIST OF  
EXPENSES TO TRACK**

**AS A**

**BUSINESS, FREELANCER, SELF-EMPLOYED, 1099**

TotTax.com

# Office / Home office

- Square footage of your house / apartment specifically used for business
- Rent / mortgage / lease payments
- Utilities
- Cell phone, business phone

# Marketing

- Advertising, marketing, promotional materials
- Website, domain, hosting, G-suit, apps & software used for business
- Subscriptions

# Employment

- Payroll cost (wages, salaries, taxes, bonuses, commitions, 401K match amounts, insurance payments)
- 1099 contractor payments (if you hired a company / freelancer and payed \$600 and more for services, you have to issue a 1099 Form)
- Amounts spend on Gifts for employees and customers

# Vehicle, meals, travel

- Mileage to / from customers / clients (if you have home office, miles driven from home office to the clients). You have to have miles driven for business log. You can use QuickBooks Self-employed app for this.
- Actual vehicle expenses (maintenance, insurance, loan / lease payments, interest, repairs)
- Expenses on parking and tolls,
- Meals with clients associated with business only (no entertainment, taking shots at the nightclub is entertainment) Make sure you have supporting documents and receipts.
- Travel expenses associated with your business (when tracking travel expenses make sure to have documentation supporting how long was your trip, how many days were spent on business and how many days were spent on pleasure, where was your trip, where you staid, business meals, hotels etc)

# Personal expenses

- Self-employed taxes paid previous year
- Medical & dental insurance premiums paid for you and your spouse
- Medical & dental expenses paid for you and your spouse
- Donations to charity
- Contributions to IRA / Roth IRA and it's distributions
- Brokerage statements (detailed transactions if trading is your gig)

# Other expenses

- Small business Insurance (General Liability, workers comp etc)
- Equipment expenses ( tattoo machine, paints, gloves, camera, microphone, barbell, etc)
- Depreciation on equipment like machinery, cars, trucks, distillery, bowling lane etc)
- Office supplies (pens, laptop, printer, office chair etc)
- Bank fees, loan payments, %, interest
- Educational expenses like certifications, CPE, industry membership fees etc.
- Licensing, permits

**Tax laws are always  
changing, so it is  
always a good idea to  
speak to an  
accountant who will  
be able to assist you  
with ensuring that  
you are claiming the  
correct expenses on  
your business and  
personal tax returns.**

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