



**Other Expenses**

\$  
\$  
\$

**SECTION 3:**

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**Property and Equipment Purchased in 2018**

Provide details of any business equipment purchased for your business such as computers, printers, office furniture, etc. You must include a description and date acquired, the original purchase price and copies of the invoices.

\$  
\$  
\$

Please indicate if you sold or disposed of any business equipment during 2018. You must include a description and date disposed of as well as any value received in exchange (sale price).

\$  
\$

**Vehicle Expenses**

**Do you use your car for business purposes?** If yes, please complete the following questions. The following **MUST** be answered before your return can be completed. Please note that in addition to a mileage log or calendar, it is recommended that you retain receipts from oil changes or service visits to utilize as evidence of total mileage driven.

Description of vehicle (year, make and model)

Date you began using this vehicle for your business

Do you have another vehicle available for personal use? Y      N

\*Total number of miles driven during 2018:

Total number of business miles driven during 2018:

\*Total commuting (driven for W-2 employment) miles for the year:

\*Personal miles other than commuting:

Do you have adequate records or sufficient evidence to justify these deductions? Y      N

If yes, is the evidence written? Y      N

*\*These miles are not deductible, but **MUST** be listed on your tax return.*

**Business Use of Home**

Do you use any part of your home regularly and exclusively for business? Y      N

Estimated percentage of time spent in home office compared to total time spent in this business activity. %

Description of work done in home office:

Total area of home (sq. ft)

Total area of home used regularly for business (sq. ft.)

Purchase price of home    \$                                      Date acquired

Value of land if it can be state separately \$

Date you began using a portion of your home for business

**Total Home Expenses**

Homeowners Insurance \$

Interest – mortgage (paid to banks, etc.) \$

Real Estate Taxes \$

Rent \$

Repairs and maintenance \$

Utilities \$

Signature: \_\_\_\_\_

Date: \_\_\_\_\_