

Business Tax Deduction Checklist

This checklist is designed to help identify common business-related deductions. Please review each item carefully and gather supporting documentation. All deductions are subject to review and applicable tax rules.

Business Operations

- ☐ Office rent or lease
- ☐ Utilities (electric, water, gas, internet, etc)
- ☐ Office supplies
- ☐ Business insurance
- ☐ Bank fees and interest
- ☐ Licenses and permits
- ☐ Professional dues and memberships

Technology & Services

- ☐ Software and subscriptions
- ☐ Phone and internet expenses
- ☐ Website, hosting, and domain fees
- ☐ Cloud services and data storage

Meals & Entertainment

- ☐ Business meals
- ☐ Client meetings and meals
- ☐ Business entertainment (where applicable)

Retirement & Benefits

- ☐ Retirement plan benefits
- ☐ Health Savings Account (HSA) contributions
- ☐ Self-employed health insurance

Notes: _____

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Equipment & Assets

- ☐ Computers, equipment, and tools
- ☐ Furniture and fixtures
- ☐ Depreciation or Section 179 items
- ☐ Repairs and maintenance

Travel & Vehicle

- ☐ Business mileage or vehicle expenses
- ☐ Travel (airfare, lodging, transportation)
- ☐ Parking and tolls

Marketing & Growth

- ☐ Advertising and promotions
- ☐ Branding and design services
- ☐ Sponsorships and marketing events

Labor & Professional Services

- ☐ Contract labor
- ☐ Legal and professional fees
- ☐ Accounting and bookkeeping services
- ☐ Payroll services

Taxes & Compliance

- ☐ Self-employment tax
- ☐ Estimated tax payments
- ☐ State and local business taxes

Home & Miscellaneous

- ☐ Home office deduction
- ☐ Education and training (business-related)
- ☐ Startup and organizational costs
- ☐ Bad or uncollected debt
- ☐ Charitable contributions (business-related)
- ☐ Other business-related expenses (notes required)

This checklist is for informational purposes only and does not guarantee deductibility. All deductions are subject to applicable tax laws and review.