

TAX DEDUCTION CHECKLIST

CAR ALLOWANCE

- Mileage Driven
- Gasoline
- Oil
- Repairs
- Depreciation
- Parking Fees
- Tolls Registration Fees

CONTINUING EDUCATION

- State Licenses
- Renewals
- Courses
- Certifications
- Books

INSURANCE

- Health Insurance
- Long-term Care Insurance
- Dental Insurance
- Business Insurance
- Homeowner's Insurance (Percentage)
- Vehicle Insurance

WORK TRAVEL

- Meals and Entertainment
- Flights
- Baggage Fees
- Taxis
- Hotels
- Tips

OFFICE SPACE

- Home Office
- Utilities
 - Heat
 - Lights
 - Power
 - Telephone Service (first line not deductible)
 - Internet
 - Water
 - Sewage

- Office Desk

- Repairs

- Reconditioning Floors
- Repainting the interior or exterior walls
- Cleaning and repairing roofs and gutters
- Fixing plumbing leaks

CAR ALLOWANCE

Computer
Printer
Scanner
Paper
Ink
Software
Maintenance
Paper clips
Postage stamps
Presentation folders
Copying costs
Overnight deliveries
Stationary
Pens
Paper
Stapler
DocuSign
Internet fees
Greeting cards

OTHER

Advertising
Charitable contributions
Tax preparation fees (only for
the part of your tax return
related to your business)

NOTES

Car Allowance Note: Use Schedule C and Form 2106. The standard mileage rate for 2021 is 56 cents per mile. The standard mileage rate for 2022 is 58.5 cents per mile.

Continuing Education Note: Use Schedule A. Any education that qualifies you for a new career won't count — only continuing education will.

Insurance Note: Use Schedule A, Form 2106 and Form 1040. You can only deduct insurance if it's for your business or if you're self-employed. For homeowner's insurance, you can deduct part of it based on the square footage of your home office.

Work Travel Note: Use Form 2106. Half of the meals and entertainment tab can be deducted for business-related meals and entertainment. You must keep receipts, a note of who was entertained, and what the purpose of the meeting was. Note that if the meal is lavish or outrageously expensive, it will not count as a valid deduction.

Office Space Note: Use Form 8829, Schedule C, and Schedule A. For these deductions, you must divide the office space square footage by the square footage of the entire residence. Once you figure the percentage of your home that is solely for your business, you can calculate the deductions above.

Office Supplies and Equipment Note: Use Schedule C. You must use your computer at least 50% for business.

Other Notes: Use Schedule A and Schedule C.