

# HOME BASED BUSINESS | Tax Checklist

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- THE HOME OFFICE**  
Imagine being able to deduct a percentage of your real estate property taxes, mortgage interest, rent payments and renters insurance (if you are not a home owner), utilities, and much more!
- OFFICE EXPENSES & OFFICE FURNITURE**  
Whatever you use for your business in the form of pens, paper, postage and so on can be claimed in full each year. Larger office items such as office furniture and office equipment may fall under depreciable assets. Deduct 100% of the cost in the year of the purchase or deduct a portion of the expense over seven years. Deduct that new laptop, printer, or television you bought. Even if you don't take the home-office deduction, you can deduct the business supplies you buy. Hang onto those receipts, because these expenditures will offset your taxable business income.
- AUTO EXPENSES**  
If you are like most Americans, your automobile is one of your biggest expenses. Gas, insurance, maintenance, and licensing all add up to a generous portion of the average person's income, not to mention the actual cost of buying or leasing a vehicle.
- MEALS, ENTERTAINMENT AND TRAVEL**  
Did you know if you take a client or prospective client out to lunch and talk about your business, it is often tax deductible as a cost of doing business? If you are doing business out of town or at your convenience on a business-related task, you can typically deduct the amount of meals. If you are entertaining a client, the expenses related to the meeting are deductible if they have a business purpose.
- HIRING YOUR CHILDREN**  
Did you know that you can put your kids to work in your business, and save on your taxes? You can stop giving your kids an allowance and start giving them a salary. You'll get a huge tax break and build their self esteem at the same time!
- TELEPHONE**  
If you use a cell phone as part of your business, this could be a big deduction for you. Make sure any phone that you claim on your taxes was used exclusively for business.
- HEALTH INSURANCE**  
Deduct the cost of employee health insurance on your taxes. You can also deduct your spouse, child and even your own insurance.
- RETIREMENT PLANS**  
Get the government to help you fund your retirement. Did you know that any contribution you make toward a retirement plan can be written off on your taxes? Depending on the pension plan you choose you may qualify for a tax credit on the set-up costs.

What else can I deduct for my business? Below are a list of items that you may be able to deduct if you have costs associated with them. This is not an all inclusive list. Also, be sure to check with your tax professional to ensure the appropriate amounts are deducted.

Advertising & Marketing (webhosting, domain names, business cards, etc)

Business Insurance

Legal and Accounting Fees (includes tax prep fees paid for business portion of return)

Office Expense (includes rent, postage, etc)

Supplies

Gifts (given to prospects or potential clients and their children; limits apply)

Internet/Cable

Repairs

Bank fees

Meeting and Seminars

Utilities

Vehicle (your vehicle miles should be tracked and recorded regardless if you take mileage or actual deduction)



**NEED MORE INFORMATION ON HOW TO CLAIM THE ABOVE DEDUCTIONS?**

Purchase our E-Book: *"The Tax Advantages of Owning a Home Based Business"*. A comprehensive tax book that explains in detail the various deductions potentially available to home based businesses .

Visit: **www.taxes4homebasedbusiness.com** for more information.