

# TAXSTAR

## 5-Minute Tax Questionnaire

### Self-Employed and Employee Business Expenses Supplemental Questionnaire

**INSTRUCTIONS:** In order to find every deduction, credit and tax benefit you are entitled to, please answer the following questions regarding your income, reimbursements, deductions expenses, etc.

1	<b>Vehicle Expenses</b>	Make	Year	<input type="checkbox"/> Original vehicle cost \$ or <input type="checkbox"/> monthly lease or rental cost \$			
2	Date vehicle placed in service for business purposes:	Was depreciation taken in previous years? <input type="checkbox"/> No <input type="checkbox"/> Yes How much? \$					
3	Total number of miles you drove your vehicle during 2008:						
	Average daily roundtrip commuting distance	Business		Total commuting distance	Total		
4	Do you or your spouse have another vehicle available for personal use? <input type="checkbox"/> Yes <input type="checkbox"/> No						
5	Was your vehicle available for use during off-duty hours? <input type="checkbox"/> Yes <input type="checkbox"/> No						
6	Was vehicle sold in 2008 <input type="checkbox"/> No <input type="checkbox"/> Yes Price			Do you have written evidence to support your deduction? <input type="checkbox"/> Yes <input type="checkbox"/> No			
7	Gasoline/oil	Repairs	Insurance	Parking/ tolls/ etc			
8	<b>Profit or Loss From Business</b>	Name		Address			
9	Income:	Gross receipts or sales		Returns & allowances	Purchases less items withdrawn for personal use		
		Beginning inventory	Ending inventory	Labor costs	Materials/ supplies	Other costs	
10	Expense:	Advertising	Bad debts	Commissions	Depreciation	Insurance	Interest
		Legal & professional fees	Office expenses	Pension plan	Rent or lease – machinery/ etc	Repairs/ maintenance	Supplies
		Taxes, licenses, permits	Travel	Meals & entertainment	Lodging	Telephone	Utilities
		Medical insurance premium	Wages	Business related seminars, courses, videos, etc.			Other expenses
11	<b>Employee Business Expenses</b>	Union dues			Hand tools		
	Business Gifts	Moving expenses		Job-hunting expenses			
	Uniforms/ work clothes	Cleaning & laundering		Association dues			
	Computers/ office equipment			Bond costs	Conventions		
	Books used on the job	Job agency fees		Home office expenses			
	Teachers: Expenses			Other			