



Common Business Deductions

Possible deductible expenses for business owners. Check the items that apply and bring records for each.

1 HOME OFFICE

- ☐ Business-use % of rent or mortgage interest
- ☐ Utilities, insurance & repairs (business %)
- ☐ Simplified option: \$5 per sq ft, up to 300 sq ft
- ☐ Office must be used regularly & exclusively

2 VEHICLE & TRAVEL

- ☐ Standard mileage rate or actual expenses
- ☐ Parking fees & tolls
- ☐ Airfare, lodging & transportation for business trips
- ☐ Meals while traveling (generally 50%)

3 OFFICE SUPPLIES & EQUIPMENT

- ☐ Office supplies, postage & shipping
- ☐ Computers, printers & furniture
- ☐ Software & subscriptions
- ☐ Large purchases may be depreciated or expensed

4 PHONE, INTERNET & WEB

- ☐ Business phone line or business % of cell
- ☐ Internet (business-use %)
- ☐ Website hosting, domain & design
- ☐ Email, cloud storage & online tools

5 PROFESSIONAL SERVICES

- ☐ Accounting & bookkeeping fees
- ☐ Tax preparation fees (business portion)
- ☐ Legal fees
- ☐ Consultants & business coaching

6 ADVERTISING & MARKETING

- ☐ Online & social media ads
- ☐ Business cards, flyers & signage
- ☐ Promotional items & sponsorships
- ☐ Marketing software & CRM

7 EMPLOYEES & CONTRACTORS

- ☐ Employee wages & bonuses
- ☐ Employer payroll taxes
- ☐ Payments to independent contractors (1099-NEC)
- ☐ Employee benefits & retirement contributions

8 INSURANCE

- ☐ General & professional liability
- ☐ Business property & equipment coverage
- ☐ Commercial auto insurance
- ☐ Self-employed health insurance premiums

9 RENT & BUSINESS PROPERTY

- ☐ Office, storefront or storage rent
- ☐ Utilities for business space
- ☐ Repairs & maintenance
- ☐ Equipment rental or leases

10 BANKING & INTEREST

- ☐ Business bank account fees
- ☐ Credit card & payment processing fees
- ☐ Interest on business loans & credit cards
- ☐ Business bad debts

11 EDUCATION & LICENSES

- ☐ Courses & training related to your business
- ☐ Business licenses & permits
- ☐ Professional dues & memberships
- ☐ Trade publications & books

12 OTHER POSSIBLE DEDUCTIONS

- ☐ Business meals with clients (generally 50%)
- ☐ Startup costs (up to \$5,000 in first year)
- ☐ Half of self-employment tax
- ☐ SEP-IRA / Solo 401(k) contributions

PLEASE NOTE

Expenses must be ordinary and necessary for your business. Keep receipts and records for every deduction. Eligibility and limits vary by situation and tax year. Contact AccountPro Services LLC to review what applies to you.