TAX YEAR
2024

Business Expenses Worksheet

Depreciation

Business Name:

Asset	*Date Purchased*	*Business Use Percentage*	*Cost*	*Date Placed in Service*	*Date Sold or Taken Out of Service*	*Selling Price*	*Trade-In Allowance*

If this is your first year with our firm, please provide a depreciation schedule for all property placed in service in prior years.

Inventory

Inventory at the beginning of the year	
Purchases	
Cost of labor	
Materials and supplies	
Other costs	
Minus: Inventory at the end of the year	
Total	

Car Expenses

Mileage		*Actual Expenses*	
Beginning of year odometer		Gas/oil	
End of year odometer		Insurance	
Business mileage		Parking fees/tolls	
Commuting mileage		Registration/fees	
Other mileage		Repairs/tires	

Retain a daily log to substantiate expenses.

Contact Us

There are many events that occur during the year that can affect your tax situation. Preparation of your tax return involves summarizing transactions and events that occurred during the prior year. In most situations, treatment is firmly established at the time the transaction occurs. However, negative tax effects can be avoided by proper planning. Please contact us in advance if you have questions about the tax effects of a transaction or event, including the following:

- Pension or IRA distributions.
- Significant change in income or deductions.
- Job change.
- Marriage.
- Attainment of age 59½ or 73.
- Sale or purchase of a business.
- Sale or purchase of a residence or other real estate.
- Retirement.
- Notice from IRS or other revenue department.
- Divorce or separation.
- Self-employment.
- Charitable contributions of property in excess of $5,000.

This brochure contains general information for taxpayers and should not be relied upon as the only source of authority. Taxpayers should seek professional tax advice for more information.

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TL Larsen Company
Bookkeeping * Payroll * Tax Preparation

8444 Bates Rd
Williamsburg, MI 49690
(231) 313-5284

www.tllarsenco.com

tllarsenco@aol.com

Business Expenses Worksheet

Business Name:

Date	*Advertising*	*Commissions and Fees*	*Contract Labor*	*Employee Benefit Programs*	*Insurance (other than health)*	*Interest*	*Legal and Professional Fees*	*Office Expense*	*Pension and Profit-Sharing Plans*	*Rent or Lease*	*Repairs and Maintenance*	*Supplies*	*Taxes and Licenses*	*Utilities*	*Wages*	*Other*
Totals																

Business Use of Home

Business Use Percentage

All taxpayers: Business use area	/ Total area of home	(square feet)
Daycare only: Hours used for day care	/ Total hours in year	[8,784 (2024)]

Expenses

	Direct	*Indirect*		*Direct*	*Indirect*
Mortgage interest			Repairs & Maintenance		
Property taxes			Utilities		
Insurance			Other:		
Rent			Other:		

Depreciation of the Home

Lower of cost or FMV		Improvements	
Value of land		Casualty loss	

Travel Expenses

City Visited (for per diem)	*Purpose*	*Dates*	*# of days*	*Travel Expenses*	
				Airfare	
				Bus, train, taxi	
				Lodging	
				Parking & tolls	
				Meals (actual receipts)	
				Other:	