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Tax Preparation Specialists

**Tax Information for
Beauty Services Personnel**

Expenses:

- _____ Accounting, Bookkeeping and Tax Preparation Fees (including Accounting Software)
- _____ Advertising (including Business Cards, Magazines, Newspapers, Radio and Television, Signs)
- _____ Alarm Equipment or Alarm Service
- _____ Alarm System
- _____ Association Fees or Dues
- _____ Association Dues
- _____ Bank Charges (Business Account)
- _____ Business Travel – Luggage for Seminar Travel
- _____ Business Mileage @ _____ cents per mile
- _____ Casual Labor
- _____ Cleaning Supplies
- _____ Commissions Paid to Others
- _____ Cost of Goods Sold
- _____ Credit Card Fees (Annual Fee, Acceptance Service Fees)
- _____ Delivery and Freight
- _____ Dues – Professional Societies
- _____ Education – Books, Continuing Education Courses, Professional Development, Conventions, Seminars
- _____ Education Miles @ _____ cents per mile
- _____ Entertainment
- _____ Equipment Repairs and Sharpening
- _____ Equipment Rental
- _____ Gifts (\$25 maximum per person)
- _____ Insurance
- _____ Interest on Business Debt
- _____ Interest on Business Mortgage

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- _____ Interest – All Other
- _____ Legal Fees
- _____ Licenses
- _____ Maintenance and Maintenance Contracts
- _____ Medical – Employee Related
- _____ Medical – Owner Related
- _____ Notary Fees
- _____ Office Supplies (including Pens, Pencils, Clipboards, Brief Case)
- _____ Outside Services
- _____ Paging Service/Cell Phone Expense
- _____ Payroll Paid to Others (W2s)
- _____ Pest Control
- _____ Postage
- _____ Printing
- _____ Professional Services
- _____ Publications (Books and Manuals, Trade Books, Trade Journals)
- _____ Referral Fees
- _____ Rent
- _____ Small Tools (including Clippers, Scissors, Nippers, etc.)
- _____ Supplies - other than office supplies (including Equipment and Product Holders, Carrying Case, Identification Cases, Smocks)
- _____ Taxes (other than real estate)
- _____ Telephone (including Paging Service, Answering Service, Cell Phone Expense, Long Distance Charges, Pay Phone Charges)
- _____ Towels and Towel Service
- _____ Transportation Expenses
- _____ Travel Expense
- _____ Uniforms – Shirts, Shoes, Repairs and Purchases
- _____ Uniform Cleaning or Laundry @ \$1 per load
- _____ Union Dues

- _____ Equipment Purchased This Year: _____

- _____ Equipment Depreciated (From Prior Years)

- _____ Miscellaneous Hair Supplies (including Dyes, Shampoos and Conditioners, Hair Sprays)
- _____ Miscellaneous Nail Supplies (including Acrylics, Cotton Balls, Emery Boards, Silks, Wraps)