



SIMPLY SHINE
ACCOUNTING & TAX SERVICES

Small Business TAX DEDUCTION CHECKLIST

Common business expenses that may be tax deductible.
Keep good records and consult your tax professional for guidance.



1. BUSINESS OPERATIONS

- ☐ Advertising & marketing
- ☐ Bank fees
- ☐ Business licenses & permits
- ☐ Dues & subscriptions
- ☐ Office supplies
- ☐ Postage & shipping
- ☐ Printing & copying
- ☐ Professional development & education
- ☐ Tools, equipment & software



2. VEHICLE EXPENSES

- ☐ Mileage (use mileage log)
- ☐ Gas & oil
- ☐ Repairs & maintenance
- ☐ Insurance
- ☐ Registration & fees
- ☐ Lease payments
- ☐ Parking & tolls



Tip: You can deduct actual expenses or the standard mileage rate. Keep a mileage log!



3. HOME OFFICE

- ☐ Mortgage interest or rent
- ☐ Utilities (allocated portion)
- ☐ Internet & phone (allocated portion)
- ☐ Homeowners or renters insurance
- ☐ Repairs & maintenance (allocated portion)
- ☐ Depreciation



Tip: The space must be used regularly and exclusively for business.



4. PROFESSIONAL SERVICES

- ☐ Accounting & bookkeeping
- ☐ Legal fees
- ☐ Consulting fees
- ☐ Tax preparation fees
- ☐ Payroll processing fees



5. TRAVEL & MEALS

- ☐ Airfare, lodging & transportation
- ☐ Business meals (50% deductible)
- ☐ Tips related to business meals
- ☐ Business travel expenses



Tip: Keep receipts and a record of the business purpose for each trip/meal.



6. TECHNOLOGY & COMMUNICATION

- ☐ Computer hardware & software
- ☐ Phone & internet (business portion)
- ☐ Cloud storage & online tools
- ☐ Website & domain fees



7. FINANCIAL EXPENSES

- ☐ Interest on business loans
- ☐ Credit card fees (business use)
- ☐ Merchant fees & payment processing fees



8. OTHER DEDUCTIONS

- ☐ Business insurance
- ☐ Retirement plan contributions
- ☐ Charitable contributions
- ☐ Employee wages & benefits



IMPORTANT REMINDER:

This checklist is a general guide and not all-inclusive. Tax rules change, and every business is different. Consult your tax professional to determine which deductions apply to your specific situation.

*Stay Organized. Plan Ahead.
Keep More of What You Earn.*