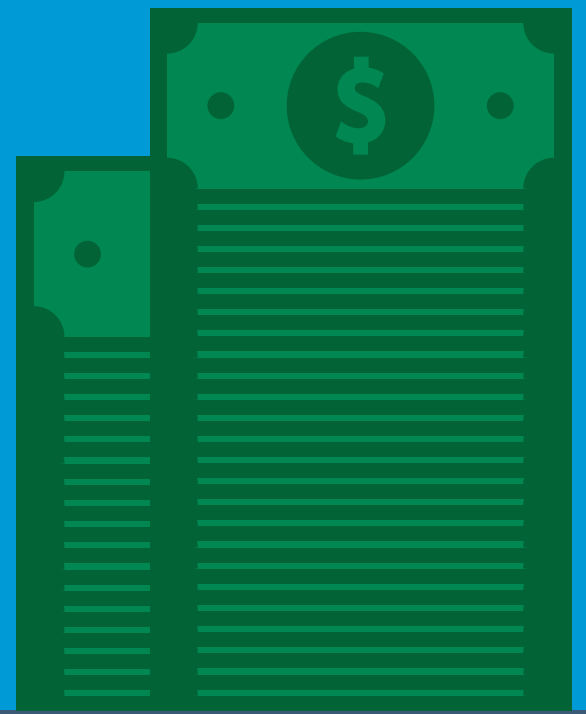


UNDERSTANDING YOUR SMALL BUSINESS EXPENSES



Every business has different needs and therefore different costs. Whether this includes equipment, inventory, computer software or marketing efforts, these costs can add up. The good news is that if you run a for-profit company, you'll be able to deduct many of them from your taxable income. This can help your finances around tax time significantly.

WHAT ARE COMMON BUSINESS EXPENSES YOU CAN WRITE OFF?

-  Internet, phone and software
-  Office space and related utilities
-  Office expenses (paper, ink, etc)
-  Equipment such as computers and machinery
-  Payment to employees or contractors
-  Employee training and education
-  Credit card processing fees
-  Business travel and vehicle use
-  Business meals (50% can be deducted)
-  Advertising and marketing
-  Interest payments
-  Your business insurance
-  Retirement plans and other benefits
-  Taxes (real estate taxes, payroll, self-employment taxes, etc.)

WHAT ARE SOME NON-DEDUCTIBLE BUSINESS EXPENSES?

-  Any penalties or fines you have received
-  Clothing that's not part of the required uniform
-  Entertainment costs like tickets to a sporting event

TIPS FOR KEEPING TRACK OF YOUR EXPENSES

-  Open separate business checking and savings accounts for your company
-  Use accounting software like Freshbooks or Quickbooks to help track your expenses
-  Keep your receipts
-  Review your expenses frequently



**SMALLBIZ
AHEAD**