CTS CONCISE Tax Service

Name: _____

Spreadsheet for Employment Expenses

Tax Year: _____

Employees earning a Salary

Food and Beverages	
Lodging	
Parking	
Supplies (postage, stationary, other office supplies	
Salary paid to an assistant	
Telecommunications	
Office Rent	
OTHER 1 (specify)	
OTHER 2 (specify)	
OTHER 3 (specify)	

Employees earning Commission Income

Accounting and Legal Fees	
Advertising and Promotion	
Entertainment	
Licensing	
Bonding premiums	
Leasing costs (computer and other equipment)	
Training Costs	
Travel Fare	
OTHER 1 (specify)	
OTHER 2 (specify)	
OTHER 3 (specify)	

Work-in-space Expenses

Area of home used for business		
Total area of home		
Heat		
Electricity		
Insurance (commission employees only)		
Property Taxes (commission employees only)		

Motor Vehicle Expenses

Kilometers driven to earn business income		
Kilometers driven in the tax year		
Fuel and oil		
Interest		
Insurance		
License & Registration		
Maintenance & Repairs		
Leasing		
Total motor vehicle		