



PACE ACCOUNTING

BOOKKEEPING • PAYROLL • TAXES • INCORPORATION • NOTARY • BUSINESS SOLUTIONS

Worry free accounting. That's what we do.™



UNREIMBURSED EMPLOYEE EXPENSES

HOME OFFICE DEDUCTIONS			
OFFICE SPACE			
	Total square footage of home.		
	Square footage of home used regularly and exclusively for business, regularly and exclusively for daycare, or regularly for inventory storage.		
WAGES			
	Total wages from this business.		
	Percent of wages from the business use of this home.		
HOME OFFICE EXPENSES			
Deductible Mortgage Interest		Repairs & Maintenance	
Real Estate Taxes		Utilities	
Homeowners or Renters Insurance		Other Expenses	
Rent			
EMPLOYEE BUSINESS EXPENSES			
BUSINESS EXPENSES			
Union and Professional Dues		Professional Subscriptions	
Uniforms and Protective Clothing		Job Search Costs	
Tax Preparation Fees		Meals and Entertainment	
Tools		Telephone Use for Work	
Travel		Lodging	
Airfare		Other:	
Transportation (Non commuting—From Office to and from Clients): bus, subway, taxi, livery, car			
Transportation (Commuting—From Home to and from Office): bus, subway, taxi, livery			NOT DEDUCTABLE
VEHICLE EXPENSE WORKSHEET			
MILEAGE INFORMATION	Vehicle 1	Vehicle 2	Vehicle 3
Year, Make, Model			
Start Date of Business Use			
Total Miles			
Business Miles			
MANDATORY IRS DUE DILIGENCE			
Do you have another vehicle available for personal use?	Yes		No
Do you have written evidence or a mileage log? (This is required to qualify for the deduction)	Yes		No
Were you reimbursed for any travel expense including mileage?	Yes		No
Was the vehicle leased?	Yes		No
If purchased:	Value	Date Purchased	
VEHICLE EXPENSES			
Parking		Tolls	