

SPECIALTY WORK SHEET for BEAUTY SERVICES

In order to maximize your deductions, please complete this form.

CLIENT _____

TAX YEAR _____

Accounting and Tax Preparation Fees		Office Supplies	
Accounting Software		Office Supplies - Pens, Pencils, etc.	
Advertising - Business Cards		Office Supplies - Water Delivery, Coffee, etc.	
Advertising - Magazines		Outside Services	
Advertising - Other		Paging Service	
Advertising - Paper		Payroll Paid to Others (W2s)	
Advertising - Radio and Television		Payroll Taxes	
Advertising - Signs		Pest Control	
Alarm Equipment		Postage	
Alarm Service		Printing	
Association Fees		Professional Services	
Association Dues		Publications - Trade Books	
Bank Charges (Business Account)		Publications - Trade Journals	
Bookkeeping		Referral Fees	
Briefcase		Rent	
Business Travel - Luggage for Seminar Travel		Small Tools - Clippers, Scissors, Nippers, etc.	
Business Credit Card Annual Fee		Smocks	
Business Mileage @ _____ cents per mile		Supplies	
Carrying Cases for Supplies		Taxes	
Cleaning Supplies		Telephone - Answering Service	
Casual Labor		Telephone - Cellular Phone Charges	
Clipboards		Telephone - Long Distance	
Commissions Paid To Others		Telephone - Other	
Cost of Goods Sold		Telephone - Pay Phone Charges	
Credit Card Acceptance Service Fees		Towels and Towel Services	
Delivery		Transportation Expenses	
Dues - Professional Societies		Travel away from home overnight	
Education - Books		Travel - Other	
Education - Courses		Travel @ _____ cents per mile	
Education - Continuing Education Courses		Uniforms - Shirts, Shoes, Repairs and Purchases	
Education - Conventions		Uniform Cleaning or Laundry @ \$1 per load	
Education - @ _____ cents per mile		Union Dues	
Education - Professional Development			
Education - Seminars			
Emblems for Nails			
Entertainment		Equipment Purchased This Year:	
Equipment and Product Holders		Equipment Depreciation (From Prior Years)	
Equipment Repairs and Sharpening			
Equipment Rental			
Freight			
Gifts (\$25 Maximum Per Person)		MISCELLANEOUS SUPPLIES	
Identification Cases		HAIR PRODUCTS	
Insurance		Dyes	
Interest on Business Debt		Shampoos and Conditioners	
Interest on Business Mortgage		Hair Sprays	
Legal Fees		Other	
Licenses		NAIL PRODUCTS	
Maintenance and Maintenance Contracts		Acrylics	
Medical - Employee Related		Cotton Balls, Emery Boards, etc.	
Medical - Owner Related		Silks	
Notary Fees		Wraps	
		Other	

THE ABOVE EXPENSES ARE ORDINARY AND NECESSARY IN MY LINE OF WORK AS A MEMBER OF THE BEAUTY SERVICES PROFESSION.