



10 BUSINESS DEDUCTIONS TO REVIEW BEFORE YOU FILE

A quick checklist for business owners who want cleaner records and better questions.

Use this as a starting point — eligibility depends on your facts, records, and business use.

Tip: If an expense is mixed personal and business, document the business-use portion.

1



PHONE & INTERNET

Deduct the business-use portion of monthly service, apps, and related fees. Keep itemized bills and usage notes.

6



OFFICE SUPPLIES & EQUIPMENT

Deduct supplies and assets used in your business. Larger items may qualify for depreciation or Section 179. Keep receipts and asset details.

2



HOME OFFICE

Deduct expenses for a qualified space used regularly and exclusively for business. Track square footage and related costs.

7



MARKETING & ADVERTISING

Deduct costs to promote your business—ads, social media, website, printing, and more. Keep invoices and proof of payment.

3



VEHICLE & MILEAGE

Deduct actual expenses or the standard mileage rate for business driving. Maintain a detailed mileage log and receipts.

8



PROFESSIONAL SERVICES

Deduct fees paid to tax pros, attorneys, bookkeepers, consultants, and other service providers.

4



BUSINESS MEALS

Deduct 50% of qualified business meals with a business purpose. Record who, what, where, when, and why.

9



EDUCATION & TRAINING

Deduct courses, seminars, books, and training that maintain or improve skills needed in your current business.

5



SOFTWARE & SUBSCRIPTIONS

Deduct subscriptions and digital tools that are ordinary and necessary for your business. Keep invoices/receipts.

10



QBI DEDUCTION (SECTION 199A)

A potential tax deduction for eligible pass-through business owners. Not an expense—review rules and income limits with a tax professional.



BEFORE YOU CLAIM IT, ASK:

- ✓ What is the business purpose?
- ✓ What documentation do I have?
- ✓ Was any portion personal?



THIS CHECKLIST IS EDUCATIONAL ONLY

It is not legal, accounting, or tax advice. Consult a qualified tax professional to determine what applies to your specific situation.



— **READY TO GET YOUR BUSINESS RECORDS IN ORDER?** —

Schedule your free discovery call at
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