

# Small Business Tax Deduction Checklist

A free guide from Stephanie Mounts, Enrolled Agent – helping small business owners make every deduction count.

**Stephanie Mounts, EA**

*Stress-free taxes, handled with care.*

Learn more by visiting my website! [www.stephaniemounts.com](http://www.stephaniemounts.com)

Running your own business means juggling a lot — don't let missed deductions be one of them! This checklist will help you track potential write-offs so you can keep more of what you earn and make tax season a little less stressful.

## General Business Expenses

Everyday costs of running your business — from office supplies and software to professional fees, memberships, and other tools that keep things running smoothly.

- ☐ Business insurance premiums
- ☐ Business licenses and permits
- ☐ Legal and professional fees (tax prep, bookkeeping, consulting)
- ☐ Bank or credit card fees for business accounts
- ☐ Merchant or payment processing fees (Square, PayPal, etc.)
- ☐ Office supplies (paper, pens, postage, etc.)
- ☐ Software subscriptions and online tools (QuickBooks, Canva, Zoom, etc.)
- ☐ Continuing education or certifications
- ☐ Dues or memberships for professional organizations
- ☐ Business-related books, courses, or reference materials

## Home Office (if applicable)

Expenses related to the portion of your home used regularly and exclusively for business. This includes part of your rent or mortgage, utilities, and office furnishings.

- ☐ Portion of rent or mortgage interest
- ☐ Utilities (electric, internet, water, trash)
- ☐ Repairs or maintenance for your office space
- ☐ Office furniture and equipment
- ☐ Homeowners or renters' insurance (business portion)



### REMEMBER:

Your home office must be used regularly and exclusively for business to qualify for this deduction!

# Small Business Tax Deduction Checklist

## Vehicle & Travel

Business-related transportation and travel expenses such as mileage, parking, tolls, airfare, hotels, and other costs when traveling for work purposes.

- ☐ Business mileage (keep a log or use an app)
  - ☐ Parking fees and tolls
  - ☐ Auto insurance (business portion)
  - ☐ Maintenance and repairs related to business use
  - ☐ Airfare, hotels, and rental cars for business trips
  - ☐ Ride shares or taxis for business appointments
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## Marketing & Advertising

Everything you spend to promote your business — websites, ads, email platforms, printed materials, sponsorships, and client gifts.

- ☐ Website hosting and domain fees
  - ☐ Business cards, flyers, or brochures
  - ☐ Paid ads (Google, Facebook, etc.)
  - ☐ Email marketing tools (Mailchimp, ConvertKit, etc.)
  - ☐ Sponsorships, local ads, or promotional materials
  - ☐ Client gifts (limit \$25 per recipient per year)
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## Employee & Contractor Costs

Payments to others who help you run your business — employee wages, contract labor (like freelancers or 1099s), payroll fees, and benefits.

- ☐ Wages, salaries, or bonuses
  - ☐ Contract labor (1099-NEC payments)
  - ☐ Payroll taxes and processing fees
  - ☐ Employee benefits (health insurance, retirement contributions)
  - ☐ Uniforms or branded workwear
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## Rent & Utilities

Costs for your office, storefront, or workspace — rent, electricity, internet, cleaning services, and other facility-related expenses.

- ☐ Rent for office, storefront, or storage
- ☐ Utilities (electric, internet, phone, water)
- ☐ Janitorial or cleaning services
- ☐ Security or alarm monitoring fees

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## Equipment & Assets

Purchases that last longer than a year, such as computers, tools, and machinery, along with repairs or depreciation of those assets.

- ☐ Computers, tablets, or phones used for business
  - ☐ Printers, cameras, or specialized tools
  - ☐ Equipment repairs and maintenance
  - ☐ Depreciation (for large purchases used over time)
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## Other Common Deductions

Additional items like meals, insurance premiums, retirement contributions, taxes, interest, or bad debts that may also be deductible.

- ☐ Business meals (50% deductible if directly business-related)
  - ☐ Health insurance premiums (self-employed)
  - ☐ Retirement contributions (SEP IRA, Solo 401(k), etc.)
  - ☐ Business loan or credit card interest
  - ☐ State and local business taxes
  - ☐ Bad debts (unpaid invoices that won't be collected)
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## ★ Quick Tips

- ✓ Keep **receipts or digital copies** of all expenses
- ✓ Use a **separate business bank account**
- ✓ Track **mileage and home office details** all year
- ✓ When in doubt, **ask your tax professional**

**Disclaimer:** This checklist is for **informational purposes only** and is not to be considered tax, legal, or financial advice. Deductions vary based on your personal and business situation. Always consult a qualified tax professional to confirm which deductions apply to you.