



## ABBHEY TAX GROUP

8201 Broadway, Suite 153 Pearland, Texas 77581

Telephone: 281-997-7894 Fax: 281-997-8806

### CONTRACTORS

The Contractors worksheet is designed to help you track your expenses that are allowable by the IRS.

Materials purchased for the completion of a job such as lumber, brick, paint, electrical supplies, plumbing supplies, etc. Keep all your receipts in the event the IRS requires proof of an allowable deduction.

Any payment of sub contractors must be given a 1099 or W-2 if the payment amount is over \$600.00 per year. Only documented pay will be used as an allowable expense on your income tax. If you need assistance in preparing these documents we can assist you.

Fuel, maintenance, repairs, vehicle insurance, license, etc is allowable if the vehicle is used 100% for business. You must maintain your receipts. You may used mileage in lieu of expenses, you will be required to maintain a mileage log of your daily use. This log will need to be submitted with your tax documents. The IRS may request to see this log in order to allow your mileage deduction.

Travel expense incurred while traveling out of town for a job may be allowable. Maintain and submit your receipts with documentation.

Cell phone is a deduction if used 100% for business. If you are on a family plan, you must itemize you business charges only.

Promotions are used in lieu of contributions or donations. Ex: sponsor a Little League Team

Office expense: If you have a home office, it must be used exclusively as an office. Your home utilities, internet, and other home expenses can be used as a deduction. You will need to provide the square footage of your office and of youR home. We will calculate the correct percentage for the deduction.



# ABBHEY TAX GROUP

## Contractors Worksheet

	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	TOTAL
MATERIALS					
TOOLS PURCHASED					
TOOL RENTAL					
PERMITS					
LICENSE/FEES					
INSURANCE					
WC/OCC INS					
ASSOCIATION DUES					
UNION DUES					
PROFESSIONAL SERVICES					
VEHICLE FUEL					
MAINTAIN & EXPENSE					
VEHICLE INS					
TOLLS/PARKING					
OFFICE EXPENSE					
OFFICE SUPPLIES					
POSTAGE					
CELL PHONE					
INTERNET					
OFFICE PHONE					
ADVERTISING					
PROMOTIONS					
MEALS & ENTERTAINMENT					
TRAVEL					
SPECIALITY CLOTHING					
BUSINESS MILES DRIVEN					
HOME OFFICE SQ. FOOTAGE					