TAX DEDUCTION & BUSINESS EXPENSE RECEIPT LOG

SCHEDULE C / 1099 DEDUCTION AUDIT

BUSINESS / ENTITY NAME: _____TAX YEAR: 20____ **EIN / SSN (LAST 4): _____**

ACCOUNTING: [ ] Cash [ ] Accrual **LOGGING PERIOD: ____/____ to ____/____** **ANNUAL DEDUCTION TARGET: $ _____**

IRS CODES: ADV (Advertising) | OFF (Office & Supplies) | TRV (Travel & Lodging) | MLS (Meals 50%) | SFT (Software/Tech) | COM (Phone/Internet) | PRO (Legal & Pro) | VEH (Mileage/Auto)

DATE	RECEIPT #	VENDOR / PAYEE	BUSINESS PURPOSE / DESCRIPTI	IRS CODE	METHOD	AMOUNT ($)	RECEIPT
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				PAGE TOTAL DEDUCTIBLE EXPENSES:		**$**	**AUDITED**

RECORD-KEEPING COMPLIANCE STATEMENT: Retain receipts and invoices for minimum 3-7 years as per IRS regulations.

PREPARER / OWNER SIGNATURE: _____DATE VERIFIED: ____/____/20____ **STATUS: [ ] READY TO FILE**