



Eichenbaum
Bateman • Larkin
Certified Public Accountants, LLC

Common Business Expenses

“To be deductible, a business expense must be both **ordinary** and **necessary**. An **ordinary** expense is one that is common and accepted in your field of business. A **necessary** expense is one that is helpful and appropriate for your business. An expense does not have to be indispensable to be considered necessary.” IRS Publication 334.

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| Accounting | Meals* |
| Advertising | Miscellaneous |
| Answering Service | Office Expense |
| Bad Debts from Sales or Service | Outside Services / Contract Labor |
| Bank Charges | Parking and Tolls |
| Car and Truck Expenses (gas, insurance, repairs & maintenance) | Payroll Taxes |
| Commissions | Postage |
| Conferences and Continuing Education | Printing |
| Delivery and Freight | Rent |
| Dues and Subscriptions (business associations, newspaper, journals) | Repairs |
| Employee Benefit Programs (health insurance, dental insurance, etc.) | Retirement Plans |
| Entertainment (non-deductible) | Salaries |
| Equipment and Furniture | Security |
| Equipment Lease | Supplies |
| Insurance | Taxes and Licenses (Tri-met, City and County taxes, etc.) |
| Interest Expense | Telephone |
| Internet Service Provider | Tools |
| Janitorial | Travel |
| Laundry and Cleaning (uniforms, street attire only when traveling) | Uniforms |
| Legal and Professional | Utilities |
| | Wages |
| | Website |

*Tax deduction limited to 50% of the total amount, except for the tax years 2021 and 2022, when a 100% deduction will be allowed. Document who, where, when and why.

If you have questions regarding whether or not an item is deductible, please do not hesitate to give us a call.