

# Small Business Tax Deductions Checklist

Checklist · 26 items · 10 sections

Small business owners miss thousands in deductions every year. This tax deductions checklist covers every major category of legitimate business write-offs: from home office and vehicle expenses to employee costs, equipment, and professional services.

Open the editable version online:

<https://genechecklist.com/checklist/small-business-tax-deductions-checklist>

## HOME OFFICE

- Home office deduction: calculate square footage used exclusively for business

HIGH

*Use simplified method (\$5/sq ft up to 300 sq ft) or actual expense method: space must be used exclusively and regularly for business*

- Deduct proportionate share of rent/mortgage interest, utilities, and insurance

HIGH

- Home internet: deduct business-use percentage

## VEHICLE & TRAVEL

- Business mileage: track miles driven for work (2025 rate: 70¢/mile)

HIGH

- Actual vehicle expenses: gas, repairs, insurance, depreciation (if used for business)

HIGH

- Parking fees and tolls for business travel

- Airfare, hotels, and car rentals for business travel

HIGH

## MEALS & ENTERTAINMENT

- Business meals: 50% deductible when with clients or business associates

HIGH

## EQUIPMENT & SUPPLIES

- Office supplies: paper, pens, printer ink, toner, folders

HIGH

- Business equipment: computers, printers, cameras, tools (Section 179 or depreciation)

HIGH

- Cell phone: deduct business-use percentage of monthly bill

HIGH

- Software subscriptions: accounting, project management, design tools

HIGH

## MARKETING

- Advertising and marketing expenses: social ads, Google Ads, print ads, logo design

HIGH

- Website hosting, domain registration, and website development

HIGH

- Business cards, brochures, and promotional materials

## PROFESSIONAL SERVICES

- Accountant/CPA fees for business tax preparation

HIGH

- Attorney fees for business legal matters

HIGH

- Consulting fees paid to contractors or freelancers

HIGH

## INSURANCE

- Business insurance premiums: general liability, E&O, property

HIGH

- Self-employed health insurance premiums (deduct 100% on Schedule 1)

HIGH

## PAYROLL & BENEFITS

- Employee wages, salaries, and bonuses

HIGH

- Employee benefits: health insurance, retirement plan contributions

HIGH

- Self-employed retirement contributions: SEP-IRA or Solo 401(k)

HIGH

## **EDUCATION & TRAINING**

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- Professional development: courses, books, conferences, trade publications

## **BANKING & FINANCE**

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- Bank fees and merchant processing fees (e.g., Stripe, PayPal fees)
- Business loan interest

HIGH