

# 2022 TAX DEDUCTION WORKSHEET

## Restaurants

Please total all income and expenses you incurred for the year, in the following categories:

Total Gross Receipts	\$
Returns or Refunds Paid Out	\$
Beginning Inventory (as of Jan. 1)	
Ending Inventory (as of Dec. 31)	
Total Food Purchases	\$
Restaurant Supplies <i>(Used in kitchen – paper towels, soap, etc..)</i>	\$
Office Supplies <i>(Pens, receipt book, toner/ink, etc.)</i>	\$
Other Supplies <i>(for bathrooms, dining area, etc.)</i>	\$
Advertising <i>(business cards, FB ads, etc.)</i>	\$
Laundry <i>(Towels, aprons, napkins, etc.)</i>	\$
Utilities & Internet	\$
Telephone	\$
Printing & Copies	\$
Working Meals*	\$
Building Rent	\$
Equipment Lease <i>(cash register, ovens, etc.)</i>	\$
Repairs & Maintenance on Building	\$
Repairs & Maintenance on Equipment	\$

Mileage <i>(ONLY from restaurant to supply store/bank, etc. You can NOT deduct mileage to &amp; from work)</i>	\$
Travel Expenses <i>(hotels, airfare, cab, etc.)</i>	\$
License/Permit Fees	\$
Dues & Publications	\$
Bank Fees	\$
Merchant Fees <i>(from credit card processor, or POS system)</i>	\$
Continuing Education <i>(related to business/restaurants)</i>	\$
Legal, Tax Prep & Accounting Fees	\$
Interest Paid <i>(loans, credit cards, etc. for business only)</i>	\$
Taxes Paid <i>(List out separately)</i>	\$
Insurance <i>(Worker's Comp, General Liability)</i>	\$
Payroll Tax <i>(Employer matching FICA, SUTA, FUTA)</i>	\$
Gross Wages Paid	\$
Contract/General Labor Paid	\$

**Asset Depreciation**

*You must report the purchase and disposition of all assets you used in your business. For each asset bought or sold, provide the following information:*

Assets Purchased			Assets Sold or Disposed of		
Description	Date Purchased	Purchase Price	Description	Disposition Date	Sale Price

**Personal Vehicle Expenses**

*ONLY from place of business to bank, supply store, meeting, etc. NOT for mileage to and from work.*

**Vehicle Make, Model & Year:**

**Date of Purchase:**    /    /                      **Purchase Price:** \$

<b>Fuel</b>	\$	<b>Repairs &amp; Maintenance</b>	\$	<b>Car Washes</b>	\$
-------------	----	----------------------------------	----	-------------------	----

<b>Tags</b>	\$	<b>Insurance</b>	\$
-------------	----	------------------	----

**If you remodeled your restaurant this past year, please include those totals. You'll need to list the items purchased, date of purchase, and the cost of the item.**

**If you purchased your restaurant this past year, please include the total and the date of purchase. Also include any fees for LLC, etc.**

Please see the following checklist for documents and information to bring with you to your tax appointment:

- Last year's tax return not prepared in our office (Federal, State & Local)
- Social security cards for each person
- Current driver's license for each adult
- W-2s
- 1099s for Interest and Dividends
- 1099Bs or year end investment statements
- Stock/bond transaction information if not included on year end 1099B
- Information about any refunds from the State or Local government regarding overpayment of prior year taxes
- Information regarding sale of any investment property or stock
- K1s received from any corporations, partnerships, etc.
- Student loan interest information (this may be on a 1098)
- Education credit information
- Childcare information including name, address, phone, EIN and amounts paid
- Settlement papers from buying/selling home
- Current year loan documentation
- Profit & Loss Sheet
- Balance Sheet

\*IR-2021-79, April 8, 2021

WASHINGTON — The Treasury Department and the Internal Revenue Service today issued [Notice 2021-25](#) providing guidance under the Taxpayer Certainty and Disaster Relief Act of 2020. The Act added a temporary exception to the 50% limit on the amount that businesses may deduct for food or beverages. The temporary exception allows a 100% deduction for food or beverages from restaurants.

Beginning January 1, 2021, through December 31, 2022, businesses can claim 100% of their food or beverage expenses paid to restaurants as long as the business owner (or an employee of the business) is present when food or beverages are provided and the expense is not lavish or extravagant under the circumstances.

## Examples of Restaurant Supply Deductions

Signage	Tablecloths and linens	Floor mats
Social Media Advertising	POS system	Knife Sharpener
Sponsorships	Table lamps	Drain Grates
Tables & chairs	Napkin dispensers	Ticket wheel
Drive up window installation	Water pitcher	Kitchen scale
Kitchen equipment	Busing cart	Timer
Tools	Bread baskets	Dish detergent
Refrigerators/freezers	Aprons & Smocks	Server trays
Ice machine	Chafing fuel	Bus boxes
Mixers	Cutting board/blocks	Trash bags
Dishwasher	Trash cans	
Coffeemaker	Dishrack	
Utensils	Gloves	
Measuring cups	Hairnets	
Wash station	Cleaning Supplies	
Sanitation equipment	Cleaning Equipment	
Fire extinguisher	First Aid Kit	
Condiment dispensers	Paper towels	
Glassware	Public bathroom upkeep	
Paper goods	Highchairs and booster seats	
Cuisine-specific tools/utensils	Scouring pads	
Menu boards	Wet floor signs	
	Vacuum	