

2021 TAX DEDUCTION WORKSHEET

Salons

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

Total Receipts	\$
Materials & Supplies	\$
Advertising <i>(business cards, FB ads, etc.)</i>	\$
Tax Prep & Accounting Fees	\$
License/Permit Fees	\$
City & County Taxes	\$
Travel Expenses <i>(workshops, seminars, etc.)</i>	\$
Working Meals*	\$
Bank Fees	\$
Merchant Fees <i>(from credit card processor, or POS system)</i>	\$
Subscriptions <i>(Magazines/journals for lobby, business supply memberships, etc.)</i>	\$
Continuing Education <i>(classes on nails, certifications, etc.)</i>	\$
Mileage <i>(ONLY from salon to supply store/bank, etc. You can NOT deduct mileage to & from work)</i>	\$

Interest Paid <i>(loans, credit cards)</i>	\$
Telephone	\$
Utilities & Internet	\$
Salon Rent	\$
Taxes Paid <i>(List out separately)</i>	\$
Salon Supplies <i>(Towels, color, beverages, brushes, tools, etc.)</i>	\$
Office Supplies <i>(Pens, receipt book, toner/ink, etc.)</i>	\$
Client/Employee Gifts <i>(No more than \$25 each)</i>	\$
Lease Payments <i>(cash register, pedicure chairs, etc.)</i>	\$
Mortgage Interest on Building	\$
Real Estate Tax on Building	\$
Insurance <i>(Worker's Comp, General Liability)</i>	\$
1099 Labor Paid	\$
W2 Wages 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: \$**

Fuel	\$	Repairs & Maintenance	\$	Car Washes	\$
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Tags	\$	Insurance	\$
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If you remodeled your salon 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 salon 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 Salon Supply Deductions

Acrylic Powder & Monomer	Glue	Pedicure stool
Adhesives	Invoice books	Pens/pencils
Air fresheners	Keys	Polish
Appointment books	Laundry Bag	Polish Remover
Brushes	Laundry Soap	Polish wall rack
Calculator	LED nail lamps	Portable vacuum
Calendars	Lotions	Power cord
Cleaning Services	Magazine for waiting clients	Rolling cart
Cleansers	Mailbox Rental	Safety devices/glasses
Clippers	Manicure bowl	Scissors
Coffee Maker	Manicure set	Security system/guard dog
Cotton balls/Q-tips	Nail decals	Seno Pads
Cuticle oil	Nail display stands	Signs
Desk/station	Nail files & buffer blocks	Smock
Disinfectant	Nail forms	Soaking dish
Drills	Nail industry magazines	Staples
Face Masks	Nail swatches	Table lamp
Fans	Paper	Toolbox
First Aid Supplies	Paperclips	Towels
Footstool	Pedicure Chairs	Trash bags
		TV/DVD