



# Professional Services

*Monthly Accounting, Taxes and Payroll*

Betty Smith  
IRS Certified Tax Preparer  
info@psbtstax.com

12422 W. 68<sup>th</sup> Ave. • Arvada, CO 80004  
Ofc: (303) 425-9119 • Fax: (303) 736-2499

## S-Corp – Small Business Revenue and Expense Worksheet

Income	
Advertising	
Auto parking, tolls, insurance, maintenance, car washes, fuel	
Auto leasing, interest on payments, registration, purchase taxes	
Dues & Subscriptions	
Client Gifts	
Insurance: Health	
Liability including Pinnacol	
Material/Supplies (other than office supplies)	
Meals & Entertainment	
Memberships	
Office Supplies (including cleaning supplies)	
Outside Services	
Professional Fees	
Rent	
Repairs	
Telephone and Internet (phone accessories)	
Training/Education	
Uniforms – Work clothes	
Utilities: Water	
Electricity and gas	
Other business expenses (ex: loan interest)	
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If you are claiming business expenses and have paid over \$600 to a non-corporate entity or individual you will need to file 1099's by January 31, 2024. If Professional Services is issuing the 1099's on your behalf the information should be to the office no later than January 10, 2024