Here are the most common business expenses that are fully deductible against your business income: **FULLY DEDUCTIBLE BUSINESS EXPENSES**

- Accounting fees
- Advertising
- Bank charges
- Commissions and sales expenses
- Consultation expenses
- Continuing professional education
- Contract labor
- Credit and collection fees
- Delivery charges
- Dues and subscriptions
- Employee benefit programs
- Equipment rentals
- Factory expenses
- Insurance
- Interest paid
- Internet subscriptions, domain names, and hosting
- Laundry
- Legal fees
- Licenses
- Maintenance and repairs
- Office expenses and supplies
- Pension and profit-sharing plans
- Postage
- Print and copy
- Professional development and training
- Professional fees
- Promotion
- Rent
- Salaries, wages, and other compensation
- Security
- Small tools and equipment
- Software
- Supplies
- Taxes
- Telephone
- Trade discounts
- Travel
- Utilities

For more information, see <u>Publication 535</u>, <u>Business Expenses</u>.

Partial Deductible Business Expenses

Not all expenses are fully deductible. Some expenses are only partially deductible:

- Gifts: are deductible up to \$25 per person. Gift items that cost \$4 or less are fully deductible.
- **Automobile and transportation expenses**: must be split between personal use (non-deductible) and business use (deductible).
- **Home office**: must be split between personal use (non-deductible) and business use (deductible).
- **Meals and entertainment**: only 50% is deductible.

For more information on partially deductible expenses, see <u>Publication 463, Travel</u>, <u>Entertainment</u>, <u>Gift</u>, <u>and Car Expenses</u>.

For the home office deduction, see <u>Publication 587</u>, <u>Business Use of Your Home</u>.

Nondeductible Expenses

Some business expenses, even though they may be directly related to your trade or profession, are never tax-deductible:

- Bribes and kickbacks
- Contributions to political parties or candidates
- Dues and membership fees for social clubs
- Lobbying expenses
- Penalties and fines

For more information, see chapter 11 of Publication 535.