

Small Business Tax-Deduction Checklist

Use this checklist to track common tax-deductible expenses throughout the year so nothing is missed at tax time. **Important:** For vehicle-related deductions, you may deduct **EITHER** business mileage **OR** actual vehicle expenses—not both.

Home Office & Utilities

- Dedicated home office space
- Portion of rent or mortgage interest
- Utilities (electric, water, gas)
- Internet and phone usage
- Home maintenance related to office space

Vehicle & Travel Expenses (Choose One Method)

- Business mileage (standard mileage method)
- OR actual vehicle expenses (fuel, maintenance, insurance, registration)
- Parking and tolls (generally deductible regardless of method)
- Business travel lodging
- Meals during business travel

Software & Subscriptions

- Accounting or bookkeeping software
- Scheduling or CRM tools
- Marketing or design software
- Cloud storage tools
- Industry-specific subscriptions

Education & Professional Development

- Courses or workshops
- Webinars and online training
- Certifications or licensing fees
- Industry conferences
- Educational materials

Professional Services

- Bookkeeping services
- Accounting or tax preparation
- Legal or consulting fees
- Payroll services
- Business coaching

Marketing & Advertising

- Website hosting and maintenance
- Online advertising
- Print marketing materials
- Email marketing platforms
- Branding or design services

Everyday Business Expenses

- Office supplies
- Small tools or equipment
- Business meals (where applicable)
- Bank and processing fees
- Apps or micro-subscriptions

QuickBooks Tip: Tracking Vehicle Deductions

In QuickBooks, track mileage using the built-in mileage tracker or a connected mileage app if you use the standard mileage method. If you deduct actual vehicle expenses, categorize fuel, maintenance, insurance, and registration costs to the appropriate vehicle expense accounts—but not both methods.

Which Vehicle Deduction Method Is Right for You?

Choose Mileage Method If:	Choose Actual Expense Method If:
You drive frequently for business	Your vehicle has high operating costs
You want simpler tracking	You use the vehicle primarily for business
Your vehicle expenses are relatively low	You keep detailed expense records

Disclaimer: This checklist is for general informational purposes only and does not constitute tax advice. Tax rules may vary based on your situation. Consult with a qualified tax professional or accountant to determine which deductions and methods are appropriate for your business.