

Business overhead expense checklist

BUSINESS EXPENSE TOOL

Business name: _____ Date of completion: ____/____/____

ITEM		AMOUNT
Rent/Mortgage expenses	<ul style="list-style-type: none"> • Rent • Property tax (if allowable) • Mortgage interest payment 	\$
Utilities	<ul style="list-style-type: none"> • Electricity/lights • Gas/heat • Water 	\$
Real estate tax		\$
Professional fees	<ul style="list-style-type: none"> • Accountant fees • Legal fees • Collection agency fees 	\$
Insurances	<ul style="list-style-type: none"> • Malpractice • Property/casualty • Liability 	\$
Dues	<ul style="list-style-type: none"> • Professional societies • Professional licenses 	\$
Business subscriptions	<ul style="list-style-type: none"> • Muzak • Professional newsletter and magazine subscriptions 	\$
Interest on business loans		\$
Telephone	<ul style="list-style-type: none"> • Telephone bill • Answering service 	\$

ITEM		AMOUNT
Employee expenses	<ul style="list-style-type: none"> • Employee salaries • Payroll taxes • Employee benefits • Employee pension 	\$
Costs of leasing	<ul style="list-style-type: none"> • Equipment • Car rental fees 	\$
Depreciation (use principal payment if greater)	<ul style="list-style-type: none"> • Building • Equipment 	\$
Maintenance services		\$
Other	<ul style="list-style-type: none"> • Advertising • Computer supplies and expenses • Office supplies and expenses • Laundry • Postage • Billing costs 	\$
Subtotal		\$

Grand total: \$ _____

State at business ownership percent: \$ _____

Professional replacement expense: \$ _____

Product is subject to state availability.

