

# BUSINESS OVERHEAD EXPENSE WORKSHEET



Firm name: \_\_\_\_\_

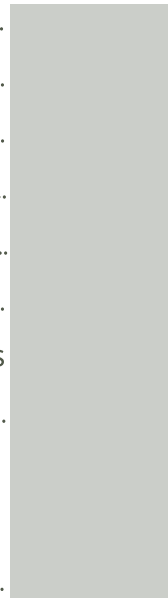
Business structure:

Sole proprietor  Partnership  Corporation

Percentage ownership of the firm: \_\_\_\_\_

## ELIGIBLE MONTHLY BUSINESS EXPENSES

1. Rent .....
2. Electricity, telephone, heating, and water .....
3. Laundry and maintenance services .....
4. Property and liability insurance .....
5. Taxes on business premises owned and used by you .....
6. Interest payments on your business mortgage and other debts .....
7. Payroll taxes, group insurance premiums and retirement contributions
8. Leasing costs .....
9. Other expenses considered by the Internal Revenue Services as legitimate tax deductible expenses to the company and not excluded elsewhere .....



## SALARIES

*Salary Expenses should be listed and included ONLY for business or professional practices which are purely service in nature and where business revenue is generated directly by the services of the insured. Do not include the salaries of any member of the insured's profession.*

Employee Name:

Job Title:

Salary:

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TOTAL SALARIES \_\_\_\_\_

TOTAL EXPENSES \_\_\_\_\_

YOUR PERCENTAGE OF THESE EXPENSES \_\_\_\_\_