

**ICS Tax Services**  
**91 Grove Street, Suite 3**  
**Hopkinton, MA 01748**

**TEL: (508) 544 - 8200**  
**FAX: (508) 544- 8210**  
**www.TAXICS.net**

**Construction/Landscaping/Specialty Trades**

Total Income (not on W2) \_\_\_\_\_  
 Building/Job Materials \_\_\_\_\_

Advertising	_____	Promotional Items	_____
Commissions Paid	_____	Books/Publications	_____
Licenses	_____	Newspapers	_____
Permits	_____	Office Supplies	_____
Liability Insurance	_____	Postage/Freight	_____
Workman's Comp	_____	Laundry/Cleaning	_____
Product Insurance	_____	Business Gifts	_____
Repairs/Maintenance	_____	Safety Equipment	_____
Equipment Rental	_____	Work/Safety Boots	_____
Office Rent	_____	Hat/Gloves	_____
Telephone Use	_____	Uniforms	_____
Cell Phone Use	_____	Small Tools	_____
Fax Expense	_____	Daytimer/Log Book	_____
Internet Expense	_____	Luggage	_____
Web Site	_____	Travel Supplies	_____
Computer Supplies	_____	Meals/Entertainment	_____
Computer Software	_____	Education Expense	_____
Briefcase/Portfolio	_____	Seminars/Workshops	_____
Stationery/Business Cards	_____	Association/Union Dues	_____
Printing/Copying	_____	Business Taxes Paid	_____
Tax Accountant Services	_____	Bank Loan Interest Paid	_____
Legal/Professional Fees	_____	Banking Fees	_____
Subcontractor Payments	_____	Credit Card Usage Fees	_____
Post Office Box	_____	Credit Card Interest Paid	_____
Safe Deposit Box	_____	Film and Processing	_____
Trash/Disposal Costs	_____	Blue Prints	_____
Fuel for Equipment	_____	Excise Tax on Equipment	_____

***Power Tools/High Cost Tools/ Office Furniture/ Computer Equipment***

Item	Date Purchased	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Capital Gains and Losses – Include all 1099-B forms***

***Child Care*** -- List providers separately

Name of provider	--	Address	--	Tax ID number	--	Cost
_____	_____	_____	_____	_____	_____	_____

***Travel Expenses*** -- List Trips Separately (Include Food Expenses on Page 1)

Dates                      Location                      Fees --                      Hotel --                      Air Fare                      --                      Taxis/Busses

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**Vehicle Expenses** -- Type \_\_\_\_\_ Purchase Price \_\_\_\_\_ Purchase Date \_\_\_\_\_

Total Miles \_\_\_\_\_ Business Miles \_\_\_\_\_ Commuting Miles \_\_\_\_\_

Excise Tax	_____	Finance Charge	_____	Inspection	_____
Gas	_____	Insurance	_____	Tolls	_____
Oil Changes	_____	Registration	_____	Parking	_____
Repairs	_____	License	_____	Auto Club	_____
Lease	_____	Washing/Cleaning	_____	Public Trans.	_____

Do you use Fast Lane or MBTA passes for commuting? \_\_\_\_\_

**Home Office --**

Square Footage of House	_____	Square Footage of Office	_____
Condo Fees	_____	Trash	_____
Real Estate Tax	_____	Heat	_____
Mortgage Interest	_____	Electric	_____
Insurance	_____	Water	_____
Cleaning	_____	Snow Removal	_____
Mortgage Insurance	_____	Landscaping	_____
Repairs to Office	_____	Repairs Other than Office	_____
Security System	_____	Improvements/Additions	_____

**Medical/Dental**

Insurance Costs	_____	Prescriptions	_____
Doctor/Dental Visits	_____	Hospital/X-rays	_____
Glasses/Braces	_____	Car Miles	_____
Other Medical Expenses	_____	Parking/Tolls/Lodging	_____

**Charitable Contributions**

Cash/Check/Credit/Debit: \_\_\_\_\_ If over \$750.00: Name of Charity \_\_\_\_\_  
Car Miles for Charity \_\_\_\_\_  
Non-Cash Donations: Items                      Charity                      Date Donated                      Fair Market Value

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**Estimated Taxes You Paid:** Date/Amount - Date/Amount - Date/Amount - Date/Amount  
Federal: \_\_\_\_\_  
State: \_\_\_\_\_

**Retirement Contributions** -- IRA: \_\_\_\_\_ Roth: \_\_\_\_\_ SEP: \_\_\_\_\_

**College Tuition – Include all 1098-T forms**                      **Student Loans – Include all 1098-E forms**

**Attach all W-2s, 1099s, 1098s, and other pertinent information.**

Name of Bank \_\_\_\_\_ Checking/Savings (Circle One) - Routing # \_\_\_\_\_ Account # \_\_\_\_\_