

# BOTTOM LINE, INC.

A Professional Tax Practice  
Specializing in Preparation, Audit Representation, & Bookkeeping  
31365 Oak Crest Drive, Suite 200  
Westlake Village, CA 91361

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## PSYCHIATRIST, CLINICAL PSYCHOLOGIST, M.F.T., L.C.S.W.

Name \_\_\_\_\_ License \_\_\_\_\_

FYE 2016

SELFEMPLOYED \_\_\_\_\_  
EMPLOYEE \_\_\_\_\_

- Advertising \_\_\_\_\_
- Answering service \_\_\_\_\_
- Blank video cassette tapes \_\_\_\_\_
- Blank video cassette tapes \_\_\_\_\_
- Books \_\_\_\_\_
- Business gifts \_\_\_\_\_
- Continuing education \_\_\_\_\_
- Entertainment \_\_\_\_\_
- Hospital staff fees \_\_\_\_\_
- Hospital uniforms \_\_\_\_\_
- IPAD & accessories \_\_\_\_\_
- Licenses \_\_\_\_\_
- Malpractice insurance \_\_\_\_\_
- Music supplies (Music Therapy) \_\_\_\_\_
- Office expense (i.e.- Sparkletts) \_\_\_\_\_
- Office supplies (i.e.- pencils, paper) \_\_\_\_\_
- Pager service \_\_\_\_\_
- Parking \_\_\_\_\_
- Periodicals & subscriptions \_\_\_\_\_
- Printing \_\_\_\_\_
- Postage \_\_\_\_\_
- P.O. Box rental \_\_\_\_\_
- Prof Dues (i.e. - AAMFT, CAMFT) \_\_\_\_\_
- Psychological testing kits \_\_\_\_\_
- Psychological toys & games \_\_\_\_\_
- Psychotherapy \_\_\_\_\_ x \$ \_\_\_\_\_ per hr
- Rent \_\_\_\_\_
- Research \_\_\_\_\_
- Secretarial \_\_\_\_\_
- Storage \_\_\_\_\_
- Utilities \_\_\_\_\_
- Xeroxing \_\_\_\_\_

Sub-total

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EMPLOYEES:

- Wages \_\_\_\_\_
  - Interns \_\_\_\_\_
  - Payroll taxes \_\_\_\_\_
  - Medical insurance \_\_\_\_\_
  - Other \_\_\_\_\_
  - Total \_\_\_\_\_
- =====

TELEPHONE:

- Business phone at home (2nd line) \_\_\_\_\_
  - Car / cell phone \_\_\_\_\_
  - Phone booths \_\_\_\_\_
  - Computer modem and/or FAX \_\_\_\_\_
  - Total \_\_\_\_\_
- =====

AUTO:

- \_\_\_\_\_ miles X \_\_\_\_\_ trips to Clients = \_\_\_\_\_ miles
- \_\_\_\_\_ miles X \_\_\_\_\_ trips to Therapy = \_\_\_\_\_ miles
- \_\_\_\_\_ miles X \_\_\_\_\_ trips to School = \_\_\_\_\_ miles
- \_\_\_\_\_ miles X \_\_\_\_\_ trips to Hospitals = \_\_\_\_\_ miles
- \_\_\_\_\_ miles X \_\_\_\_\_ trips to Conventions = \_\_\_\_\_ miles
- \_\_\_\_\_ miles X \_\_\_\_\_ trips to Prof Org meetings = \_\_\_\_\_ miles
- \_\_\_\_\_ miles X \_\_\_\_\_ trips to Other offices = \_\_\_\_\_ miles
- \_\_\_\_\_ miles X \_\_\_\_\_ trips re Field work = \_\_\_\_\_ miles
- \_\_\_\_\_ miles X \_\_\_\_\_ trips to \_\_\_\_\_ = \_\_\_\_\_ miles

Total Jan-Dec miles @ .54 x \_\_\_\_\_ miles = \_\_\_\_\_

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- a.) Business miles \_\_\_\_\_
- b.) Total miles \_\_\_\_\_
- c.) % of business use \_\_\_\_\_
- d.) Cost per average gallon \_\_\_\_\_

- Gas (actual or b /d x e) \_\_\_\_\_
  - Insurance \_\_\_\_\_
  - Repairs & accessories \_\_\_\_\_
  - DMV fees \_\_\_\_\_
  - Interest \_\_\_\_\_
  - Car washes \_\_\_\_\_
  - Lease payments \_\_\_\_\_
  - Depreciation \_\_\_\_\_
  - Total \_\_\_\_\_ miles x c.) = \_\_\_\_\_
- =====