

BOTTOM LINE, INC.

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

Telephone 805 / 230-1313
Fax 805 / 230-1319

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

Name _____ License _____

FYE 2019

SELF\EMPLOYED _____
EMPLOYEE _____

Advertising _____
Answering service _____
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) _____
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 _____
 - 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 @ .58 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.) = _____
- =====