

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 2020

SELFEMPLOYED _____
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 @ .575 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.) = _____
- =====