

Business Tax Deduction Tracker — 2026

Use this tracker alongside the [Complete Small Business Tax Deductions Guide](#). Log expenses as they happen — not at year-end.

How to Use This Tracker

- **Copy this document** into your preferred tool (spreadsheet, Notion, Google Docs)
- **Log each expense** under the correct category as it occurs
- **Review quarterly** — match against bank statements to catch anything you missed
- **Check your totals** against the IRS limits and red-flag thresholds listed in each section
- **Keep receipts** for every entry over \$75 (photo or digital)

1. Home Office

IRS Limit	Simplified: \$5/sq ft, max \$1,500 · Actual: no cap (% of home expenses)
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Method used: Simplified (\$5/sq ft) · Actual Expense

Office square footage: _____ sq ft

Total home square footage: _____ sq ft

Business use percentage: _____%

Date	Expense Type	Amount	Receipt?	Notes
	Rent/Mortgage Interest	\$	<input type="checkbox"/>	
	Utilities (electric, gas, water)	\$	<input type="checkbox"/>	
	Internet	\$	<input type="checkbox"/>	
	Homeowner's/Renter's Insurance	\$	<input type="checkbox"/>	

	Repairs & Maintenance	\$	<input type="checkbox"/>	
	Depreciation	\$	<input type="checkbox"/>	

Quarterly Total: \$ _____

YTD Total: \$ _____

2. Vehicle & Mileage

IRS Limit	Standard rate: 67¢/mile (2026) · No cap on miles
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Method used: Standard Mileage Rate · Actual Expenses

Date	Destination	Business Purpose	Miles	Amount (if actual)	Receipt?
				\$	<input type="checkbox"/>
				\$	<input type="checkbox"/>
				\$	<input type="checkbox"/>
				\$	<input type="checkbox"/>
				\$	<input type="checkbox"/>

Quarterly Miles: _____


Quarterly Deduction (miles × \$0.67): \$ _____

YTD Miles: _____

YTD Deduction: \$ _____

Parking & Tolls (deductible on top of standard rate):

Date	Location	Amount	Receipt?
		\$	<input type="checkbox"/>
		\$	<input type="checkbox"/>

 **Red flag threshold:** Claiming 100% business use. If you don't have a separate personal vehicle, claim a realistic split (80–90%).

3. Travel

IRS Limit	No cap — must be "primarily business" trips
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Date	Destination	Business Purpose	Category	Amount	Receipt?
			Airfare/Train	\$	<input type="checkbox"/>
			Lodging	\$	<input type="checkbox"/>
			Ground Transport	\$	<input type="checkbox"/>
			Baggage/Tips	\$	<input type="checkbox"/>
			Other	\$	<input type="checkbox"/>

Quarterly Total: \$ _____

YTD Total: \$ _____

4. Meals

IRS Limit	50% deductible (business meals) · 100% for company-wide events
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Date	Restaurant/Vendor	Attendees	Business Topic Discussed	Full Amount	Deductible (50%)	Receipt?
				\$	\$	<input type="checkbox"/>
				\$	\$	<input type="checkbox"/>
				\$	\$	<input type="checkbox"/>

Quarterly Total (50%): \$ _____

YTD Total (50%): \$ _____

 **Red flag threshold:** Meal deductions exceeding 10–15% of gross revenue.

5. Insurance Premiums

IRS Limit	Self-employed health: up to net SE income · Business insurance: no cap
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Date	Policy Type	Provider	Premium Amount	Receipt?	Notes
	Health Insurance (self/family)		\$	<input type="checkbox"/>	
	Dental/Vision		\$	<input type="checkbox"/>	
	Long-Term Care		\$	<input type="checkbox"/>	Age-based limit
	General Liability		\$	<input type="checkbox"/>	
	Professional Liability / E&O		\$	<input type="checkbox"/>	
	Commercial Property		\$	<input type="checkbox"/>	
	Workers' Comp		\$	<input type="checkbox"/>	
	Cyber Liability		\$	<input type="checkbox"/>	
	Business Auto		\$	<input type="checkbox"/>	

Quarterly Total: \$ _____

YTD Total: \$ _____

6. Education & Professional Development

IRS Limit	No cap — must maintain/improve skills in current business
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Date	Description	Provider	Amount	Receipt?	Notes
	Course/Workshop		\$	<input type="checkbox"/>	
	Certification/Exam Fees		\$	<input type="checkbox"/>	
	Conference Registration		\$	<input type="checkbox"/>	
	Books/Publications		\$	<input type="checkbox"/>	
	Online Subscriptions		\$	<input type="checkbox"/>	

Quarterly Total: \$ _____

YTD Total: \$ _____

7. Retirement Contributions

IRS Limit	Solo 401(k): \$23,500 employee + 25% employer, max \$70,000 · SEP IRA: 25% of net SE income, max \$70,000 · SIMPLE IRA: \$16,500 employee
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Plan type: Solo 401(k) · SEP IRA · SIMPLE IRA · Other

Date	Contribution Type	Amount	YTD Total	Within Limit?
	Employee contribution	\$	\$	<input type="checkbox"/>
	Employer contribution	\$	\$	<input type="checkbox"/>

Annual Contribution: \$ _____

Annual Limit: \$ _____

8. Equipment & Property (Section 179 / Bonus Depreciation)

IRS Limit	Section 179: \$1,250,000 (2026) · Bonus depreciation: 60% (2026)
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Date	Item Description	Cost	Method (179/Bonus/Standard)	Deduction Amount	Receipt?
		\$		\$	<input type="checkbox"/>
		\$		\$	<input type="checkbox"/>
		\$		\$	<input type="checkbox"/>

YTD Equipment Purchases: \$ _____

YTD Deduction Amount: \$ _____

9. Marketing & Advertising

IRS Limit	No cap
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Date	Description	Vendor/Platform	Amount	Receipt?	Notes
	Website hosting/domain		\$	<input type="checkbox"/>	
	Online ads (Google, Meta, etc.)		\$	<input type="checkbox"/>	
	Print/mailers		\$	<input type="checkbox"/>	
	Branded materials		\$	<input type="checkbox"/>	
	SEO/PR services		\$	<input type="checkbox"/>	
	Photo/video production		\$	<input type="checkbox"/>	
	Sponsorships		\$	<input type="checkbox"/>	

Quarterly Total: \$_____

YTD Total: \$_____

10. Professional Services

IRS Limit	No cap · Issue 1099-NEC for \$600+ payments
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Date	Service Provider	Service Type	Amount	1099 Required?	Receipt?
	CPA/Accountant		\$	<input type="checkbox"/>	<input type="checkbox"/>
	Attorney		\$	<input type="checkbox"/>	<input type="checkbox"/>
	Bookkeeper		\$	<input type="checkbox"/>	<input type="checkbox"/>
	Consultant		\$	<input type="checkbox"/>	<input type="checkbox"/>
	Freelancer/Contractor		\$	<input type="checkbox"/>	<input type="checkbox"/>

Quarterly Total: \$_____

YTD Total: \$_____

11. Banking & Financial Fees

IRS Limit	No cap
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Date	Description	Institution	Amount	Receipt?
	Account maintenance fees		\$	<input type="checkbox"/>
	Merchant processing fees		\$	<input type="checkbox"/>
	Wire/transfer fees		\$	<input type="checkbox"/>
	Business loan interest		\$	<input type="checkbox"/>
	Credit card interest (business)		\$	<input type="checkbox"/>
	Credit card annual fees		\$	<input type="checkbox"/>
	Currency conversion fees		\$	<input type="checkbox"/>

Quarterly Total: \$_____

YTD Total: \$_____

12. Software, Subscriptions & Tools

IRS Limit	No cap
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Date	Tool/Service	Category	Monthly Cost	Annual Cost	Receipt?
		Accounting	\$	\$	<input type="checkbox"/>
		Project Mgmt	\$	\$	<input type="checkbox"/>
		Communication	\$	\$	<input type="checkbox"/>
		CRM	\$	\$	<input type="checkbox"/>
		Design	\$	\$	<input type="checkbox"/>
		Cloud Storage	\$	\$	<input type="checkbox"/>
		Security	\$	\$	<input type="checkbox"/>
		AI Tools	\$	\$	<input type="checkbox"/>
		Industry-Specific	\$	\$	<input type="checkbox"/>

Quarterly Total: \$_____

YTD Total: \$_____

13. Other Deductions

Date	Description	Category	Amount	Receipt?	Notes
	Office rent / co-working	Rent	\$	<input type="checkbox"/>	
	Utilities (non-home office)	Utilities	\$	<input type="checkbox"/>	
	Phone bill (business %)	Phone	\$	<input type="checkbox"/>	____% business
	Business licenses/permits	Licenses	\$	<input type="checkbox"/>	
	State/local business taxes	Taxes	\$	<input type="checkbox"/>	
	Bad debts written off	Bad Debt	\$	<input type="checkbox"/>	Document collection efforts
	Startup costs (first year)	Startup	\$	<input type="checkbox"/>	Max \$5,000 first year

Quarterly Total: \$ _____

YTD Total: \$ _____

Annual Summary

Category	Q1	Q2	Q3	Q4	Annual Total
Home Office	\$	\$	\$	\$	\$
Vehicle & Mileage	\$	\$	\$	\$	\$
Travel	\$	\$	\$	\$	\$
Meals (50%)	\$	\$	\$	\$	\$
Insurance	\$	\$	\$	\$	\$
Education	\$	\$	\$	\$	\$
Retirement	\$	\$	\$	\$	\$
Equipment (179)	\$	\$	\$	\$	\$
Marketing	\$	\$	\$	\$	\$

Professional Services	\$	\$	\$	\$	\$
Banking Fees	\$	\$	\$	\$	\$
Software/Subscriptions	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$
TOTAL DEDUCTIONS	\$	\$	\$	\$	\$

Red-Flag Self-Check

Before filing, review these ratios against your gross revenue:

Ratio	Threshold	Your Number	Flag?
Meals ÷ Revenue	> 15% is risky	___%	<input type="checkbox"/>
Vehicle (if 100% business)	Almost always flagged	___%	<input type="checkbox"/>
Home office ÷ Home size	> 30% raises questions	___%	<input type="checkbox"/>
Total deductions ÷ Revenue	> 50-60% worth reviewing	___%	<input type="checkbox"/>
Consecutive years of losses	3+ years triggers hobby loss review	___ years	<input type="checkbox"/>

If any flags are checked, review with your tax preparer before filing.

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