



TAX106

Deduct It, Lower Your Small Business Taxes- 20 hours

Objectives

This comprehensive, yet easy to read book is organized into practical categories featuring common deductions, including:

- start-up expenses
- operating expenses
- health deductions
- vehicles
- travel
- entertainment
- meals
- inventory
- equipment
- and many more

Course Outline

Chapter 1 – Tax Deduction Basics

After completing Chapter 1, you should comprehend the following:

1. How tax deductions work
2. How businesses are taxed
3. The value of a tax deduction
4. What businesses can deduct
5. Businesses that lose money

Chapter 2 – Are You Really in Business?

After completing Chapter 2, you should comprehend the following:

1. What is Business?
2. Tax consequences of being a hobbyist
3. Income-producing activities

Chapter 3 – Start-Up Expenses

After completing Chapter 3, you should comprehend the following:

1. What are start-up expenses?
2. Starting a new business
3. Buying an existing business
4. Expanding an existing business
5. When does a business begin?
6. How to deduct start-up expenses
7. Expenses for businesses that never begin
8. Organizational expenses
9. Avoiding the start-up tax rule's bite

Chapter 4 – Business Operating Expenses

After completing Chapter 4, you should comprehend the following:

1. Requirements for deducting operating expenses
2. Operating expenses that are not deductible
3. Tax reporting

Chapter 5 – Deducting Long-Term Assets

After completing Chapter 5, you should comprehend the following:

1. Long-term assets
2. Section 179 deductions
3. Depreciation
4. Tax reporting and record keeping for Section 179 and depreciation
5. Leasing long-term assets

Chapter 6 – Inventory

After completing Chapter 6, you should comprehend the following:

1. What is inventory?
2. Deducting inventory costs
3. Maintaining inventory
4. Determining the value of inventory

Chapter 7 – Office Expenses

After completing Chapter 7, you should comprehend the following:

1. Qualifying for the home office deduction
2. Corporation employees
3. Calculating the home office deduction
4. IRS reporting requirements
5. Audit-proofing your home office deduction
6. Deducting an outside office or workplace

Chapter 8 – Car and Local Travel Expenses

After completing Chapter 8, you should comprehend the following:

1. Deductible local transportation expense
2. The standard mileage rate
3. The actual expense method
4. How to maximize your car expense deduction
5. Other local transportation expenses
6. When clients or customers reimburse you
7. Reporting transportation expenses on Schedule C
8. Corporations, LLCs, and Partnerships

Chapter 9 – Business Travel

After completing Chapter 9, you should comprehend the following:

1. What is business travel?
2. What travel expenses are deductible?
3. How much you can deduct
4. Maximizing your business travel deductions

5. How to deduct travel expenses
6. Travel expenses reimbursed by clients or customers

Chapter 10 – Meal and Entertainment Expenses

After completing Chapter 10, you should comprehend the following:

1. What is business entertainment?
2. Who you can entertain
3. Deducting entertainment expenses
4. Calculating your deduction
5. Reporting entertainment expenses on your tax return

Chapter 11 – Hiring Workers

After completing Chapter 11, you should comprehend the following:

1. Employees versus independent contractors
2. Tax deductions for employee pay and benefits
3. Reimbursing employees for business-related expenditures
4. Employing your family or yourself
5. Tax deductions when you hire independent contractors

Chapter 12 – Retirement Deductions

After completing Chapter 12, you should comprehend the following:

1. Why you need a retirement plan or (plans)
2. Employer IRAs
3. Keogh plans
4. Solo 401(k) plans

Chapter 13 – Medical Expenses

After completing Chapter 13, you should comprehend the following:

1. The new health care reform bill
2. The personal deduction for medical expenses
3. Deducting health insurance costs
4. New tax credits for employee health insurance

5. Adopting a medical reimbursement plan
6. Health savings accounts

Chapter 14 – Additional Deductions

After completing Chapter 14, you should comprehend the following:

1. Advertising
2. Business bad debts
3. Casualty losses
4. Charitable contributions
5. Clothing
6. Dues and subscriptions
7. Education expenses
8. Gifts
9. Insurance for your business
10. Interest on business loans
11. Legal and professional services
12. Taxes and licenses
13. Domestic production activities

Chapter 15 – Record Keeping and Accounting

After completing Chapter 15, you should comprehend the following:

1. Basic record keeping for tax deductions
2. Records required for specific expenses
3. How long to keep records
4. What if you don't have proper tax records?
5. Accounting methods

Chapter 16 – Claiming Tax Deductions for Prior Years

After completing Chapter 16, you should comprehend the following:

1. Reasons for amending your tax return
2. Time limits for filing amended returns
3. How to amend your return
4. How the IRS processes refund claims

Chapter 17 – Staying Out of Trouble with the IRS

After completing Chapter 17, you should comprehend the following:

1. What every business owners needs to know about the IRS
2. Ten tips for avoiding an audit

Chapter 18 – Help Beyond this Book

After completing Chapter 18, you should comprehend the following:

1. Secondary sources of tax information
2. The tax law
3. Consulting a tax professional