

Fast Food Manager's Tax Deduction Worksheet

Year: _____

Last Name: _____

Taxpayer: Manager of fast food restaurant earns a base salary plus bonuses based upon ability to increase sales and reduce operating costs. Below are the non-reimbursable expenses which were disbursed in an effort to increase volume of sales and worker productivity, thus earning bonuses or commissions:

Supplies - Shoe Polish, Nail Polish Remover, Razor, Cleaning Supplies, etc.	
Emergency Food - Lettuce, Tomatoes (Non-reimbursed)	
Employee Relations	
Christmas Gift Bonuses - Sharing Manager's Bonus	
Business Entertainment - Ball Games/Golf	
Uniforms	
Laundry, Dry Cleaning	
Safety Shoes	
Home Phone - Toll Calls	
Pay Phones, Outside Restaurant	
Cellular Phone	
Pager	
Promotion, Christmas, Halloween, etc.	
Haircuts, Hairnets	
Employee Gasoline	
Employee Advances	
Hardware, Tools	
Office equipment - Depreciable Items	
Cash Over /Short	
Robbery, Theft, Counterfeit Bills, Checks	
Business Meetings, Business Inter-Manager Sales	
Advertising Meetings	
Competitive/Comparative Shopping	
Wages, Transient Labor, Neighborhood Kids	
Additional Mandatory Insurance	
Professional Services - Attorneys, Tax Returns	
Special Sponsorship	
School Papers, Ads - Help Wanted	
Tradesmen	
Repairs, Rentals, Parts	
Other _____	
Other _____	
Total:	

Note: Adequate records are required to substantiate all deductions.

Fast Food Manager's Mileage Worksheet

To assist you in maximizing your deductions we have set up guidelines to help you arrive at miles driven during the year for business purposes. Be as specific as possible. Due to the high cost of gasoline and other services, it may be wiser to itemize than to take the standard deduction. Save all receipts in connection with the operation of your vehicle. If you have any doubts or questions, please call us at (818) 249-1065

1 Name: _____

2 Type of Business: _____

3 Name of Company: _____

4 Position Held: _____

5 List your beginning and ending mileage for each automobile:

Car A _____	Car B _____	Car C _____
Ending _____	Ending _____	Ending _____
Beginning _____	Beginning _____	Beginning _____
Total Miles _____	Total Miles _____	Total Miles _____

6 In itemizing your vehicle costs we will need the purchase or lease statement, and documentation of the following. (Obtain a minimum of 2 repair or service bills, showing odometer reading for the current year.):

	Car A	Car B	Car C		Car A	Car B	Car C
Insurance _____	_____	_____	_____	Oil Changes _____	_____	_____	_____
License Fees _____	_____	_____	_____	Tune Ups _____	_____	_____	_____
Tires, Batteries _____	_____	_____	_____	Brakes _____	_____	_____	_____
				Other Repairs _____	_____	_____	_____

Additional information needed:

Miles per Gallon _____ Parking _____

Subtotals from: Page 3 _____
 Page 4 _____
 Page 5 _____
 Page 6 _____
 Total Mileage: _____

Fast Food Manager's Mileage Worksheet

Places Traveled To:	<u>Mileage per Round Trip</u>	<u>Number of Days in Year</u>	<u>Total Mileage</u>
7 Banking Facilities:			
a. Normal Banking Business	_____	_____	_____
b. Special Trips for Coin	_____	_____	_____
c. Special Training Trips for Night Depository Procedure	_____	_____	_____
d. Night Deposits	_____	_____	_____
e. Other	_____	_____	_____
8 Main Office or Commissary:			
a. Pick up Food	_____	_____	_____
b. Pick up Supplies	_____	_____	_____
c. Pick up Payroll	_____	_____	_____
d. Pick up Checks - When Employees are Terminated	_____	_____	_____
e. Weekly Reports	_____	_____	_____
f. Special Meetings with Dist. Managers or Supervisors	_____	_____	_____
g. Personnel Office	_____	_____	_____
h. Training Meetings, New Procedures, etc.	_____	_____	_____
i. Special Use of Office Equipment, Xerox, etc.	_____	_____	_____
j. Special Trips to Security Office to Screen Employees	_____	_____	_____
k. Coordinator - Trips to Airports	_____	_____	_____
l. Other	_____	_____	_____
9 Meetings:			
a. Monthly Meetings Held by Coordinator or Supervisor	_____	_____	_____
b. Meetings Held for Assistant Manager and Employees	_____	_____	_____
c. Advertising Meetings	_____	_____	_____
d. Manager Development Program	_____	_____	_____
e. Special Meetings Held by Mgrs. without Supv. Or Coordinator	_____	_____	_____
f. Helping Other Managers on the Buddy System with Similar Problems	_____	_____	_____
g. Other	_____	_____	_____

Fast Food Manager's Mileage Worksheet (cont.)

	<u>Mileage per Round Trip</u>	<u>Number of Days in Year</u>	<u>Total Mileage</u>
Places Traveled To:			
10 Assisting Supervisor/Coordinator by:			
a. Delivering Payroll	_____	_____	_____
b. Inspections of Stores in the District	_____	_____	_____
c. Shopping Other Stores in the District (Competitive/Comparative Shopping)	_____	_____	_____
d. Helping Other Managers Interview Prospective Employees	_____	_____	_____
e. Helping Other Managers Run Their Stores in Emergency	_____	_____	_____
f. Taking Key Employees of the District to Another Store, Have Them Watch the Operation	_____	_____	_____
g. Other	_____	_____	_____
11 Employee Relations:			
a. Transporting Employees to:			
Work	_____	_____	_____
Home - Special Trips	_____	_____	_____
Special Events	_____	_____	_____
Emergencies	_____	_____	_____
b. Training:			
Shopping Trips	_____	_____	_____
Commissary Tour	_____	_____	_____
Other Stores	_____	_____	_____
c. Activities:			
Parties, Weddings, Gifts	_____	_____	_____
Ball Games, etc,	_____	_____	_____
Special Brakfast/Lunch/Dinner	_____	_____	_____
d. Other	_____	_____	_____
12 Intra-store Situations:			
a. Borrowing Food			
b. Repayment of Food or Supplies (List Each Store Individually)			
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____

Fast Food Manager's Mileage Worksheet (cont.)

Places Traveled To:	<u>Mileage per Round Trip</u>	<u>Number of Days in Year</u>	<u>Total Mileage</u>
13 Miscellaneous Items:			
a. Trips to the Laundry	_____	_____	_____
b. Uniform Purchases	_____	_____	_____
c. Stores:			
Department Stores	_____	_____	_____
Warehouse Stores	_____	_____	_____
Grocery Stores	_____	_____	_____
Hardware Stores	_____	_____	_____
Post Office	_____	_____	_____
Other	_____	_____	_____
14 Store Activity:			
a. Security Checks	_____	_____	_____
b. Inspections	_____	_____	_____
c. Emergency Closing of Stores	_____	_____	_____
d. Other	_____	_____	_____
15 Special Activity Miles:			
a. Committees	_____	_____	_____
b. Promotion & Advertising	_____	_____	_____
c. Community Activities	_____	_____	_____
d. Business Associations	_____	_____	_____
e. Clean up Campaigns	_____	_____	_____
f. Sponsorships - Little League, Pop Warner Football	_____	_____	_____
g. Sponsorships - High Schools, Charity Functions	_____	_____	_____
h. Other	_____	_____	_____
16 Unpleasant, But Necessary:			
a. Trips to Local Police Dept. in the Event of Robbery	_____	_____	_____
b. Trips to City Hall - Noise Complaints, etc.	_____	_____	_____
c. Trips to Homes of Unsatisfied Customers	_____	_____	_____
d. Other	_____	_____	_____

Fast Food Manager's Mileage Worksheet (cont.)

	<u>Mileage per</u> <u>Round Trip</u>	<u>Number of</u> <u>Days in Year</u>	<u>Total</u> <u>Mileage</u>
Places Traveled To:			
17 Emergency Situations:			
a. Rushing Customer or Employee to Hospital or Emergency Room	_____	_____	_____
b. Taking Ill Employee Home	_____	_____	_____
c. Other	_____	_____	_____
18 Other Use of Auto for Business Purposes:			
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____

Sales Personnel Mileage Worksheet

List Name of Company _____

Product or Service _____

Position Held _____

		Total Miles
1	To Clients Place of Business	_____
2	To Pick up Supplies	_____
3	For Entertaining Purposes	_____
4	Out of Town Trips to Clients (Including Airport)	_____
5	For Seminars and Conventions	_____
6	Miscellaneous _____	_____
	(State Purpose) _____	_____
	_____	_____
	_____	_____
	_____	_____
	Total Miles	_____

List your beginning and ending mileage for each automobile:

Car A _____	Car B _____	Car C _____
Ending _____	Ending _____	Ending _____
Beginning _____	Beginning _____	Beginning _____
Total Miles: _____	Total Miles: _____	Total Miles: _____

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License Fees	_____	_____	_____	Tune Ups	_____	_____	_____
Tires, Batteries	_____	_____	_____	Brakes	_____	_____	_____
				Other Repairs	_____	_____	_____

Additional information needed:

Miles per Gallon _____ Parking _____

Sales Personnel Tax Deduction Worksheet

Travel:

Air Fare _____
 Lodging _____
 Meals _____
 Cleaning _____
 Tips _____
 Taxi Fares _____
 Other _____

Education:

Seminars _____
 Books _____
 Fees _____
 Other _____

Telephone:

Home Phone _____
 Pay Phones _____
 Cellular Phone _____
 Answering Service _____
 Answer Machine _____
 Beeper _____

Office Supplies:

Postage:

Business Meals:

Employee Relations:

Entertainment _____
 Gifts _____

Advertising:

Sales Promotion:

Samples:

Professional Publications:

Equipment:

Briefcase _____
 Calculator _____
 Computer _____
 Office Furniture _____
 Other _____

Equipment Repairs:

Job-seeking Expense:

Resumes _____
 Other _____

Home Office

Sq. Footage-Office _____
 Sq. Footage-Home _____
 Rent (if applicable) _____
 Utilities _____
 Insurance _____
 Maintenance _____

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 to substantiate all deductions.