# Tax Deduction Tracker

**Purpose:** This form helps individuals and businesses track deductible business expenses throughout the year in order to simplify tax documentation and ensure accurate filings.

## Basic Information

**Business Name:** {businessName}

**Tax Year:** {taxYear}

**Prepared By:** {preparedBy}

## Summary of Deductible Expenses

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Description** | **Date** | **Amount (USD)** |
| {#expenses}{category} | {description} | {date} | {amount}{/expenses} |

## Monthly Totals

|  |  |
| --- | --- |
| **Month** | **Total Expenses (USD)** |
| {#monthlyTotals}{month} | {total}{/monthlyTotals} |

## Expense Categories

This tracker includes the following common deductible categories:

{#categories}

* **{name}:***{description}*

{/categories}

## Additional Notes

{#hasNotes}

Notes: {notes}

{/hasNotes}

{^hasNotes}

*No additional notes provided.*

{/hasNotes}

## Attachments

{#attachments}

* {fileName} - {fileDescription}

{/attachments}