

# Self-Employment Tax Deduction Checklist

Dear [Virtual Assistant's Name],

As a self-employed virtual assistant, it's essential to keep track of your expenses for tax deduction purposes. Below is a checklist to help you gather your documentation:

## 1. Home Office Deduction

- Square footage of your home office
- Utilities (electricity, internet, etc.)
- Rent or mortgage interest

## 2. Equipment and Supplies

- Laptop/computer
- Software subscriptions
- Office supplies (paper, pens, etc.)

## 3. Business Expenses

- Marketing and advertising costs
- Professional fees (accountants, consultants)
- Travel expenses (transportation, lodging)

## 4. Education and Training

- Online courses or workshops
- Books and materials related to your work

## 5. Miscellaneous Deductions

- Business insurance
- Bank fees for your business account
- Membership fees (professional organizations)

Ensure all receipts and invoices are saved and categorized. Please let me know if you need any assistance.

Best regards,

[Your Name]

[Your Contact Information]