



vyde<sup>7</sup>

# THE ULTIMATE TAX SAVINGS GUIDE FOR BUSINESS OWNERS

TAX STRATEGIES TO MAXIMIZE YOUR SAVINGS.



# THE ULTIMATE TAX SAVINGS GUIDE FOR BUSINESS OWNERS

Want to know the secret to saving big on your taxes?

You've come to the right place.

**Vyde specializes in helping small businesses maximize their tax savings, eliminate headaches, and gain actionable financial insights. (Pretty awesome, right?)**



Here are our top strategies to make this tax season your best yet.

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# TAX OVERVIEW

## Beneficial Ownership Information Reporting

Who Is Required to File:

Required to File BOIR	Not Required to File
<ul style="list-style-type: none"> <li>• LLCs</li> <li>• Corporations</li> </ul>	<ul style="list-style-type: none"> <li>• Sole Proprietors</li> <li>• General Partnerships</li> </ul>

When You Are Required to File:

Created Before 2024	Created During 2024	Created After 2024
December 31, 2024	90 Days	30 Days

## Tax Deadlines

March 15: Business tax deadline for partnerships, multi-member LLCs, and S-corporations

April 15: Personal tax deadline and business tax deadline for all other businesses

September 15: Extended business tax deadline for partnerships, multi-member LLCs, and S-corporations

October 15: Extended personal tax deadline and business tax deadline for all other businesses

## Quarterly Estimated Tax Deadlines

April 15—For 1st quarter

June 15—For 2nd quarter

September 15—For 3rd quarter

January 15—For 4th quarter

## FAQs

### How much should I save for taxes?

How much you save for taxes varies by business, but a good estimate is

**30%**

### How much will this deduction save me on my taxes?

Savings will vary depending on your business, but a good rough estimate is

**25-30%**  
of the cost of the item.

## TAX FORMS

BUSINESS STRUCTURE	TAX RETURN TYPE
sole proprietorship	schedule c
single-member LLC	schedule c
partnerships	form 1065 & schedule K-1
multi-member LLC	form 1065 & schedule K-1
corporations	form 1120
LLCs taxed as S-corporations	form 1120
S-corporation	form 1120-S

## Tax Season with Vyde

**0 Stress + 0 Hassle=More Money for Your Business**  
**The math checks out. Trust us. We're accountants.**

With Vyde, we'll maximize your tax savings and save you time and stress on your bookkeeping and taxes. What's not to love?



## STAY ON TOP OF YOUR BOOKKEEPING



### What is bookkeeping?

Bookkeeping isn't something you only find in an 1800s Dicken's novel. It's the practice of tracking and organizing all the financial transactions of your business. You'll want to make sure your books (or financial records) are up to date, especially when you start to prepare your taxes.

### Why does it matter?

Most bookkeeping services or software provide reports to help you gauge the financial health of your business and make informed decisions. It can also help you catch more deductions and streamline your tax prep so you can increase your savings while minimizing the stress!

Help! I haven't been bookkeeping!



If you have not been on top of your bookkeeping (or didn't know what it was two paragraphs ago), don't sweat. You still have time! You can always do it yourself with all the resources the internet affords. Or you can save yourself the time and headache by hiring an expert bookkeeper, like those here at Vyde (wink, wink). **We can get you caught up in no time, and we often save our clients more on their taxes than our services cost for an entire year!**



## DO NOT COMMINGLE BUSINESS AND PERSONAL EXPENSES



### What is commingling?

Commingling means mixing your business and personal funds or expenses. Let's say, for example, you're desperate and buy that mint-condition vinyl record you've been searching for with your business card. Or, you keep putting off getting a business bank account (I mean, who really has the time?) so all your income gets plopped into one account. We've all been there, but it is important to keep the money you spend on your business separate from the money you spend in your day-to-day life.

### Why does it matter?

Three reasons. Commingling can:

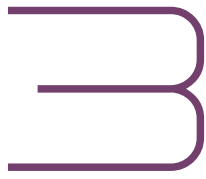
1. Get you in legal trouble with the IRS
2. Create a jumbled mess of expenses you'll have to unravel during tax season
3. Cause you to miss important deductions and pay more in taxes

Trust us. Properly tracking your expenses will save you time, money, and headaches in the long run!

Help! I have already commingled!



Breathe. We'll get through this together. First, create a business bank account to keep everything organized in the future. Second, use a separate card for business expenses moving forward. Both a business account and card are typically free and easy to set up. Third, if you do commingle, fix it and **then document it!** You can reimburse your business for that mint-condition vinyl record, and creating a record or receipt will cover your assets in case the IRS comes calling. **Or a Vyde bookkeeper or accountant can do all the fixing and documenting for you.**



## STRUCTURE YOUR ENTITY THE RIGHT WAY FOR YOU

### What is an entity structure?

Have you ever wondered why a mega-franchise cookie shop has to follow different rules than your neighborhood bakery? A lot of it comes down to entity structure, which is a government classification that determines how your business is regulated. Entity structures include sole proprietorships, partnerships, LLCs, S-corporations, and C-corporations.

**Helpful Hint:** *If you don't know your business entity structure and you never filled out any fancy paperwork, you are likely a sole proprietorship.*

### Why does it matter?

Your entity structure determines how you are taxed and the regulations your business needs to follow. So, yeah, it can have a big impact on your profits and day-to-day processes. Each entity type has its advantages, so there isn't a magic bullet or "right" solution for everyone, but it is important to find the right entity structure for your business.



### Help! I don't know if I have the right entity for me!

The good news is the entity you have today doesn't have to be your entity forever.

The best way to know which entity structure is right for you is by strategizing with an accountant. (Did I mention we have expert accountants who would love to do this for you?)

**A Vyde accountant can help you weigh the pros and cons of each option based on your business goals, income, and priorities to help you make the right choice for you.**

[\\*WANT TO LEARN MORE ABOUT ENTITY STRUCTURES? WE HAVE RESOURCES FOR THAT!](#)



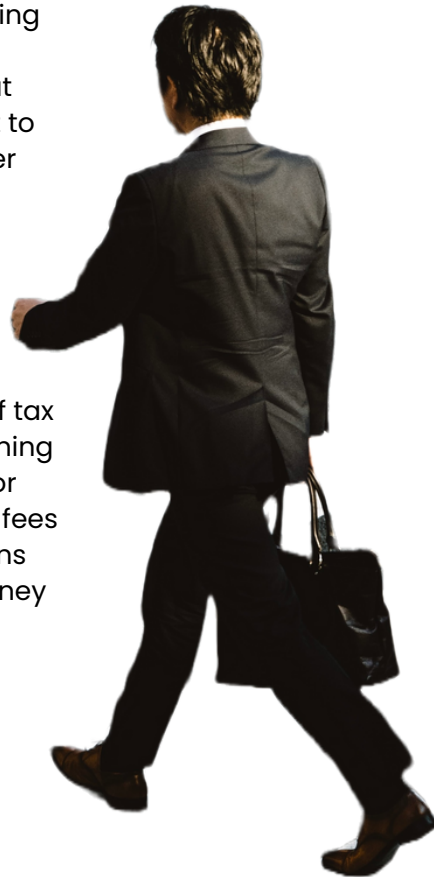
## SCHEDULE A TAX PLANNING SESSION

### What is a tax planning session?

We're accountants, not poets, so a tax planning session is exactly what it sounds like: a meeting to plan for taxes. It's best to do this with an experienced accountant (nudge, nudge), but you can also do this on your own. You'll want to review your finances, strategize ways to lower your tax bill, and estimate/plan for potential taxes you may need to pay.

### Why does it matter?

When it comes time to enter the bitter fray of tax season, you want to be prepared. A tax planning session means no last-minute scrambling for receipts or documents. It means no surprise fees or bills from the good ol' IRS. And it also means you have the time you need to put more money into your HSA or make other adjustments to minimize your taxes.



**Helpful Hint:** Schedule your tax planning session before the fourth quarter, if possible.

### Help! I haven't had a tax planning session yet.

Today is a wonderful day to start! Schedule a call with your accountant, or **enjoy unlimited, free consultations with a dedicated accountant as a Vyde client. (Keywords: unlimited and free!)** Remember, it's a tax PLAN, not a quick fix, so the sooner you get it scheduled, the better!

\*TRY Vyde FREE FOR ONE MONTH AND HAVE YOUR BEST TAX SEASON YET.



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## PAY QUARTERLY ESTIMATED TAXES AND SAVE THROUGHOUT THE YEAR

### What are quarterly estimated taxes?

If you don't have a fancy payroll where your taxes are automatically withheld, you may be required to pay quarterly estimated taxes. If you anticipate owing more than \$1,000 in taxes, you should plan on making estimated tax payments in April, June, September, and January. The best way to estimate your tax payments is by meeting with your accountant and having a plan in place (see tip number 4). If that's not possible, a good rule of thumb is to pay roughly 25 to 30% of your net income.

**Helpful Hint:** To make quarterly estimated tax payments, go to [IRS.gov](https://www.irs.gov) and select "Make a Payment."



### Why does it matter?

Two words: IRS penalty. No one wants to pay a late fee. In addition, planning, saving, and paying for your taxes throughout the year ensures you have no unpleasant, surprise bills come tax season.

### Help! I haven't been paying quarterly estimated taxes!

Start now. And don't worry; it's not the end of the world. Usually, if you owe less than \$1,000 in taxes or you paid at least 90% of your taxes, you can avoid any penalties. Worst case scenario, you have to pay a (hopefully) small penalty of 0.5% of your balance due for each month after the deadline. **If you feel stressed, worried, or unprepared for tax season, talk to a Vyde accountant about your specific situation. We'll take good care of you!**





# DEDUCTIONS

## 16 DEDUCTIONS EVERY SMALL BUSINESS SHOULD CLAIM

DEDUCTIONS ARE BUSINESS EXPENSES THAT YOU CAN "WRITE OFF" TO LOWER YOUR TAX BILL. HERE ARE COMMON DEDUCTIONS YOU CAN CLAIM AS A SMALL BUSINESS.

### 1. TRAINING AND EDUCATION

You can deduct the cost of any licenses, certifications, training, or continuing education you need as a business owner. Cha-Ching! If you have questions, check IRS.gov to see whether your continuing education qualifies.

### 2. CELL PHONE BILLS AND EXPENSES

100% deductible. Yay! However, if you are on a family plan, you can only deduct your portion of the bill. Shucks!



### 3. CONVENTIONS, SEMINARS, AND TRADESHOWS

If an event serves a legitimate business purpose (sorry, no writing off those Aerosmith concert tickets), the cost is deductible.



### 4. BUSINESS TRIPS AND TRAVEL

Hotel costs, check. Plane ticket, check. Rental car, check. Meals, check. All these expenses are deductible as long as your trip has a business purpose.

**[CHECK OUT OUR ULTIMATE GUIDE TO BUSINESS TRAVEL.](#)** 

## 5. VEHICLE EXPENSES AND MAINTENANCE

There are two ways to do this. Both require you to track business miles.

1. You can make it easy and deduct the standard IRS rate for each business mile driven.
2. You can deduct a percentage of the total amount you spent on your car (gas, repairs, oil changes, etc.) based on your business miles.

Your normal commute (the miles to and from your office) doesn't count toward your business miles. Sorry, Charlie!

## 6. ADVERTISING

As long as you can show an expense was intended to promote business growth, you can deduct it, whether it's your digital ads or those hot air balloon rides you sponsored for your city event.



## 7. BUSINESS INSURANCE

Writing off your business insurance costs? Can do! These include:

1. Property coverage for your furniture, equipment, and buildings
2. Liability coverage
3. Group health, dental, and vision insurance for employees
4. Professional liability or malpractice insurance
5. Workers compensation coverage

Life insurance, however, is non-deductible because it is non-taxable when it is collected.



## 8. HOME OFFICE

If you have a dedicated workspace in your home, you have two options for taking a deduction.

1. The easy way: you deduct \$5 for every square foot of office space up to 300 feet.
2. The complicated way: you deduct a percentage of your home expenses (rent, utilities, repairs, etc.) based on the percentage of your home the office takes up.

**CHECK OUT OUR GUIDE FOR HOME OFFICE DEDUCTIONS.**



## 9. INTEREST

If you take out a loan or use a credit card to cover business expenses, you can deduct the interest. Simply provide your monthly statement or amortization schedule to your accountant.

## 10. SALARIES AND BENEFITS

Employee salaries and benefits can be deducted as long as:

1. The employee is not one of the owners.
2. The salary is reasonable, ordinary, and necessary (no paying your cousin \$300,000 for running your social media part time).
3. The services were actually provided. (Sorry, good intentions don't count!)



## 11. TAXES

If you are self-employed (sole props, LLCs, partnerships), you will need to pay self-employment tax. This covers Medicare and Social Security and is about 15%. The upside is you can deduct half of those taxes.



## 12. BUSINESS MEALS

Business is key. You need a business purpose to the meal to deduct it. No inviting Aunt Sally to that expensive Italian restaurant for her birthday, unless Aunt Sally is a potential client or a business tycoon who's giving you free advice during the meal.

### 13. ASSOCIATION FEES

100% deductible. It's as simple as that!

### 14. SUPPLIES AND EQUIPMENT

We all think to write off the big things like computers, but even small supplies (paper, pens, business cards, etc.) add up. That's why it's best to buy everything with a business card so it's easy to track.



### 15. RETIREMENT CONTRIBUTIONS

Business owners have more flexibility when it comes to retirement, so you can strategize around when and how much you contribute to lower your taxes. If you have questions, reach out to an accountant.



### 16. WEBSITE AND SOFTWARE

Software, subscriptions, fees, plugins, maintenance, updates. It's all deductible!

## START SAVING ON YOUR TAXES TODAY!

### 1 GET YOUR BOOKS IN ORDER

If you haven't already, get your books in order. And if that thought makes you cringe or groan internally, then try a bookkeeping service. They eliminate stress and help you save more on taxes. **Did I mention we often save our clients more in taxes than our services cost for an entire year? Oh, and we also offer the best rates in the industry. We've helped thousands of small business owners manage their finances and save on their taxes, and we'd love to help you!**

### 2 MEET WITH AN ACCOUNTANT

Gather all your tax and financial documents and schedule a meeting with an accountant. Make a list of any questions you have (see all the lovely tips above for suggestions) and get an estimate of what your tax bill might be. Don't have an accountant? Vyde's are fantastic! **Did you know Vyde clients can contact their dedicated bookkeeping and accounting team anytime at no additional cost?**

### 3 MAKE IT EASY ON YOURSELF

(Shameless plug:) To make sure you are saving as much as possible this tax season, reach out to our team at Vyde and we will take care of everything for you! **We offer bookkeeping and tax services at a low, flat monthly fee. We'll handle your finances so you can focus on what you do best!**

Right now, small business owners can try our  
services for  
**FREE FOR ONE MONTH!**

**GET STARTED:**

[www.vyde.io/get-started](http://www.vyde.io/get-started)



801-617-0660



support@vyde.io



# Why Choose vyde<sup>7</sup>

(Shameless plug continued. Really, we can't overstate how great we are!) **Vyde has been providing small businesses with the best accounting service in the industry for over 10 years!** Some of the perks of being a Vyde client include:



## **ONE-ON-ONE ACCOUNTING ADVICE**

Our team of expert accountants will work with you to provide customized guidance about your finances. You'll have a dedicated bookkeeper and accountant you can reach via phone, text, chat, and email as often as needed.



## **STRESS-FREE TAX FILING**

Simply link your bank account or scan receipts and let our team handle the rest! Vyde handles your business and personal income taxes. We'll work closely with you to save the most possible on your taxes and keep you compliant with the IRS.



## **POWERFUL FINANCIAL INSIGHTS**

Access tools that drive business success at your fingertips. Our monthly bookkeeping and streamlined reports provide actionable insights into your business so you can stay organized and make smart financial decisions.

TRY VYDE FREE AT

[www.vyde.io/get-started](https://www.vyde.io/get-started)

