

Document title



LLC Expense Planning Workbook

This workbook is designed to help startup founders and small business owners track, forecast, and optimize their business expenses with confidence.

From one-time startup costs to ongoing operational spending, each template is built to simplify financial planning and support tax efficiency—all tailored for LLCs and similar business structures.



What's inside

Sheet	Purpose
Startup costs	Record and categorize initial business expenses. Calculates total costs and outlines IRS rules for deducting or amortizing startup costs.
Operation expenses	Track monthly and annual recurring expenses like rent, payroll, and software. Includes automatic summaries.
Capital expenses	Document major purchases like equipment or vehicles. Includes built-in depreciation calculations.
Depreciation (MACRS)	Automates depreciation using MACRS tables. Helps estimate annual write-offs based on asset type and year.
Expense forecasting	Enter projected vs. actual expenses across months/years. Includes visual graphs for budget tracking.
Deductions summary	Consolidates deductible expenses and estimates their impact on taxable income. Includes a documentation checklist.
Amortization and depreciation guide	A reference sheet explaining key IRS rules, methods, and examples for asset depreciation and amortization.



How to use this workbook

1. **Start with the startup costs sheet** to estimate and record your launch expenses.

2. **Set up monthly and annual budgets** using the operational expenses and forecasting sheets.
3. **Log major purchases** in capital expenses and track their depreciation over time.
4. **Review the deductions sheet** regularly to make informed tax decisions.
5. **Use the reference sheet** to clarify terminology and stay compliant with IRS guidelines.

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All templates and guides

All templates and guides are free to view. Please make a copy of each template you use.

Startup costs template


Use this sheet to estimate and track your LLC's startup costs across key categories like legal fees, filing fees, market research, and prototype development.

Enter estimated expenses in the corresponding fields and include any relevant notes for context. The sheet automatically calculates your total startup costs and provides guidance on how much can be immediately deducted versus amortized over time under IRS rules.

 [Startup Costs Template | Rippling](#)


Operational expenses template

Use this sheet to plan and track your recurring operational expenses across monthly and annual timeframes. Input your expected monthly costs in each category, along with any relevant vendor details or justifications. The sheet automatically calculates your annual totals to give you a clear picture of your ongoing business overhead.

 [Operational Expenses Template | Rippling](#)


Capital expenditures template

This reference sheet contains standard IRS MACRS depreciation rates for common recovery periods (three, five, and seven years) using the 200% Double Declining Balance Method. It's designed to support automated or manual MACRS calculations in the Capital Expenses sheet by providing quick access to IRS-approved depreciation percentages for each year of an asset's life.

 [Capital Expenditures Template | Rippling](#)


Expense forecasting and budgeting template

This sheet helps forecast and track your LLC's operating expenses over time, enabling you to set monthly or yearly budgets and compare them against actual spending. Variance calculations highlight areas of over- or under-spending.

 [Expense Forecasting and Budgeting Template | Rippling](#)


Deductions summary template

This sheet provides a centralized summary of all deductible business expenses, helping you understand their estimated impact on taxable income. It shows you where to apply data from other sheets and includes a checklist to ensure you maintain the required documentation for IRS compliance. Use it for year-end prep or quarterly tax estimates.

 [Deductions Summary Template | Rippling](#)

Amortization and depreciation guide

This sheet explains the differences between depreciation and amortization, outlines common methods like MACRS and straight-line, and provides real-world examples tied to startup use cases. It also includes direct links to relevant IRS forms and information so users can explore each topic in more depth. It's a practical, evergreen guide for founders navigating asset deductions.

 [Amortization and Depreciation Guide | Rippling](#)