

Client _____

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed or are reimbursable.

Sales Expenses		Telephone & Intranet			
1) Advertising		42) Cell Phone Service			
2) Appraisal Fees		43) Land-Line (may not be primary home line)			
3) Business Cards		44) Intranet Service			
4) Bank Charges		45) WIFI Service			
5) Clerical		46) Answering Service			
6) Client Gifts (Max \$25 PP)		47)			
7) Courier Service		48)			
8) Fees: Commissions Paid		49)			
9) Fees: Escrow/Loan Fees		Total Telephone Cost (Carry to line 60)			
10) Fees: Referrals					
11) Film/Processing		Equipment			
12) Flowers/Cards		50) Attache Case			
13) Keys/Locksmith		51) Calculator			
14) Lock Boxes		52) Desk*			
15) Map Books		53) Camera*			
16) Office Expense		54) Chair*			
17) Open House		55) Filing Cabinet*			
18) Rent		56) Cell Phone*			
19) Sales Assistants		57) Recorder*			
20) Repairs		58) Telephone*			
21) Signs, Flags, Banners		59) Total Equipment (carry to line 60)			
22) Meeting Expense					
23) Software					
24) Photocopying		60) Total Realtor (carry to C-1)			
25) Printing		Notes:			
26) Tools					
27) Stationery					
28)					
29)					
Total Sales Expense (carry to Line 60)					
Professional Expenses					
30) Dues					
31) E&O Insurance					
32) Legal Fees					
33) Licenses					
34) Memberships					
35) Multiple Listing					
36) Publications					
37) Seminars					
38) Continuing Ed					
39) Resumes					
40)					
41)					
Total Prof. Expenses (carry to Line 60)					

* Include date placed in service.

