



Tax Deductions for Business Professionals

Use this form to summarize and organize your tax-deductible business expenses. In order to deduct expenses in your trade or business, you must show that the expenses are "ordinary and necessary." An ordinary expense is one, which is customary in your particular line of work. A necessary expense is one, which is appropriate, but not necessarily essential in your business. The application of these terms to you relies heavily on the "facts and circumstances" of your unique situation. A business expense deduction must also take into account any reimbursement you have received, or could have received for that expense from your employer or another source.

Auto Travel	
Client Meetings (mi)	
Continuing Education (mi)	
Escrow & Loan Office Trips (mi)	
Out of Town Business Trips (mi)	
Showing Property (mi)	
Parking Fees (\$)	
Tolls (\$)	
Other _____	

Travel Out of Town	
Airfare & Train	
Taxi, Bus & Subway	
Bridge & Highway Tolls	
Car Rental	
Laundry	
Lodging <i>(Do Not Combine with Meals)</i>	
Parking	
Porter, Bell Captain	
Telephone Calls <i>(Including Home)</i>	
Other _____	

Professional Fees & Dues	
Association & Board Dues	
Chamber of Commerce	
License	
Other _____	

Telephone Expenses	
Cellular Service	
Internet Access	
Pager - Paging	
Pay Phone	
Telephone	

Continuing Education	
Course & Seminar Fees	
Materials Supplies & Text Books	
Other _____	

Equipment Purchases	
Calculator	
Computer Equipment	
Copy Machine	
FAX Machine	
Pager	
Recording	
Telephone	

Supplies & Expenses	
Advertising, Signs, Flags, etc.	
Appraisal Fees	
Bank Charges	
Briefcase	
Business Meals <i>(100% of expense)</i>	
Business Cards	
Clerical Service	
Computer Software & Supplies	
Courier Service	
Entertainment <i>(100% of expense)</i>	
Equipment Repair	
Film & Processing	
Finders & Referral Fees	
Gifts & Flowers	
Greeting Cards	
Insurance (E&O and Liability)	
Legal & Professional Services	
Lock Boxes, Keys & Locksmith	
Map Book	
Multiple Listing Service	
Office Supplies	
Open House Expenses	
Printing & Duplicating Expenses	
Postage	
Rent	
Repairs to Sell Listed Property	
Stationery	
Other _____	

