



**Tax
And Business
Service**

Real estate brokers and professionals			
Auto Travel (in miles)		Supplies & Expenses	
Client Meetings		Advertising, Signs, Flags & Banners	
Continuing Education		On-Line Service Costs	
Escrow & Loan Office Trips		Attorney & Appraisal Fees	
Out of Town Business Trips		Bank Charges	
Showing Property		Briefcase	
Parking Fees (\$)/Tolls (\$)		Business Meals (enter 100%)	
Travel – Out of Town		Equipment Repair	
Airfare		FAX Supplies	
Car Rental		Film & Processing	
Bus, Subway, Train, Taxi, Parking & Tolls (4)		Finder's Fee/Referral Fees	
Lodging (do not combine with meals)		Gifts, Flowers & Greeting Cards	
Meals (do not combine with lodging)		Insurance – E. & O. and Liability	
Laundry		Legal and Professional Services	
Professional Fees & Dues		Lock Boxes, Keys & Locksmith	
Association Dues		Map Book	
Chamber of Commerce		Multiple Listing Service	
License Fees		Office Expenses	
Realty Board		Open House Expenses	
Telephone Expenses		Photocopy Expenses	
FAX Transmissions		Postage and Shipping	
Pay Phone & Toll Calls		Rent	
Cellular Service/Paging Service		Repairs to Sell Listed Property	
Continuing education		Stationary	
Correspondence Course Fees		Equipment Purchases	
Materials, Supplies & Textbooks		Answering Machine	
Seminars & Motivational Tapes		Calculator	
Do not forget to retain your receipts!			

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		Equipment Purchases Cont.	
		Camera	
		Computer Equipment	
		Copy Machine	
		FAX Machine	
		Pager	
		Recorder	
		Telephone	
		Modems and Computer peripherals	
		Computers and Printers (Special IRS Rules)	
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