

# The Tax Place

721 E. Chapman Ave.

Fullerton, CA 92831

Office (714) 449-2099

Fax (714) 449-9919

<b>REAL ESTATE AGENTS</b>	<b>Amount</b>	Tax Year _____	<b>Amount</b>
Advertising - Magazines		Multiple Listing Fees	
Advertising - Other		Notary Fees	
Advertising - Paper		Office Supplies - Notebooks	
Advertising - Signs		Office Supplies - Other	
Advertising - Video Accessories		Office Supplies - Pens, Pencils	
Advertising - Video Tapes		Outside Services	
Appraisal Fees		Paging Service	
Auto Equipment Holders		Photography & Photography Supplies	
Bank Charges (Business Account)		Pocket Tools	
Board Dues		Postage	
Board Fees		Printing	
Bookkeeping		Professional Services	
Briefcase		Publications - Biik & Manuals	
Business Tours		Publications - Trade Books	
Business Credit Card Annual Fee		Referral Fees	
Business Mileage @ ____ cents per mile		Repairs on Listed Property	
Casual Labor		State Industrial Insurance System	
Clipboards		Stationary Supplies	
Commissions - Paid		Telephone - Answering Service	
Delivery - Fees		Telephone - Cellular Phone Charges	
Dues - Professional Societies		Telephone - Cellular Phone Purchase	
Educational Miles @ ____ cents per mile		Telephone - Long Distance Charges	
Education - Books		Telephone - Pay Phone Calls	
Education - Continuing Education Courses		Tools	
Education - Conventions		Transportation Expenses	
Education - Professional Development		Travel Away from Home Overnight	
Education - Seminars		Travel @ ____ per mile	
Emblems for Uniforms		T- Shirt with Emblems	
Entertainment - Meals		Uniforms - Dry Cleaning	
Equipment Rental		Uniforms - Shirts	
Equipment Repair		Uniforms - Repair	
Finders Fees		Uniforms - Pins	
Flashlight (Night Showings)		Uniforms - Purchase	
Flowers (\$25 Maximum Per Person)		Uniform - Shoes	
Identification Case		Uniform - Ties	
Legal Fees		Utilities	
License		Equipment Depreciation (From Prior Years)	
Lock Boxes		Multiple Listing Dues	
Maps		<b>Total</b>	
<b>Total</b>			

The purpose of this worksheet is to help you organize your tax deductible 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.