

# Computer & IT Professionals



8409 Florence Ave. Suite 204  
Downey, CA 90240  
(562) 862-1040  
We are located in the  
LINDORA Building on the 2<sup>nd</sup> floor

<i>Professional Fees &amp; Dues</i>		<i>Supplies &amp; Expenses</i>	
Association dues	\$	Briefcase & Laptop case	\$
Credentials	\$	Business Meals (enter 100% of expenses)	\$
Professional Associations	\$	Business Cards	\$
Licenses	\$	Clerical & Bookkeeping Service	\$
Other:		Computer Software	\$
<i>Auto Travel (in miles)</i>	mi	Computer Supplies	\$
Between Jobs or locations	mi	Customer Lists & Database costs	\$
Client Meetings	mi	Entertainment (enter 100% of expense)	\$
Continuing Education	mi	Equipment Repair	\$
Job Seeking	mi	Development costs	\$
Out of town business Trips	mi	Client Gifts & Greeting cards	\$
Purchasing Job Supplies & Materials	mi	ISP & Internet access	\$
Professional Society Meetings	\$	Legal & Professional Services	\$
Parking Fees and Tolls		Office, Stationary & Fax Supplies	\$
Other:		Website development costs	\$
Other:		Postage & Shipping	\$
Other:		Sub-contractor labor	\$
<i>Communication Expenses</i>		Networking expenses	\$
FAX Transmissions	\$	Technical Publications (Documentation)	\$
Cellular Service	\$	Other	\$
Internet Access (cable, DSL, etc)	\$	<i>Equipment Purchases</i>	
Other:	\$	Notebook Computer	\$
<i>Continuing Education</i>		Fax Machine, Copier	\$
Correspondence Course Fees	\$	Cell Phone	\$
Course Registration	\$	Desktop & Computers & Printer	\$
Documentation	\$	Modems & Computer peripherals	\$
Materials & Supplies	\$	Other:	\$
Photocopy Expense	\$	<i>Travel Out of Town</i>	
Reference Material	\$	Airfare	\$
Research Expenses	\$	Car Rental, Taxi, Bus, Train & Subway	\$
Seminar Fees	\$	Parking & Tolls	\$
Textbooks	\$	Lodging (don't combine with meals)	\$
Correspondence Course Fees	\$	Meals (don't combine with lodging)	\$
Course Registration	\$	Porter, Bell Captain & Laundry	\$
Documentation	\$	Telephone Calls (including home)	\$
<i>Miscellaneous Expenses</i>		Other:	\$
Liability Insurance-Business	\$	Other:	
Subscriptions	\$		<b>***You cannot claim</b>
Resume	\$	<b>***Remember to always keep your</b>	<b>an expense as a</b>
Domain name & Registration Fees	\$	<b>receipts***</b>	<b>business expense if</b>
Other:	\$	<b>***Deductions are ONLY for</b>	<b>it can be used for</b>

**\*\*\*Remember to always keep your receipts\*\*\* \*\*\*Deductions are ONLY for unreimbursed expenses\*\*\***

**\*\*\*You cannot claim an expense as a business expense if it can be used for personal use\*\*\***

