

REAL ESTATE AGENT DEDUCTIONS

Client: _____

Tax Year _____

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	
Advertising/Signs	
Appraisal Fees	
Business cards	
Bank charges	
Clerical	
Client Gifts	
Courier Service	
Fees:	
Commissions Paid	
Escrow/Loan Fees	
Referrals	
HOA Documents	
Flyers	
Keys/Locksmith	
Lock Boxes	
Maps and GPS	
Office Expense	
Open House	
Rent Office/Desk	
Sales Asst/Trans Coord	
Repairs	
Storage/Vault Fee	
Food	
Software	
Photocopying	
Printing	
Tools	
Stationery	
Other _____	
Other _____	
Total	

Professional	
Seminars	
Continuing Ed	
Transaction Fees	
Tech Fees	
Other _____	
Total	

Telephone	
Long Distance	
Faxes	
Pay phone	
Cellular	
2nd Line	
Internet	
Answering Service	
Other _____	
Other _____	
Total	

Equipment	
Attache Case	
Calculator	
Desk	
Camera	
Chair	
Filing Cabinet	
Cell Phone	
Tape Recorder	
Telephone	
Other _____	
Other _____	
Total	

Vehicle & Travel
See Vehicle, Travel & Entertainment Worksheet

Professional	
Dues	
E & O Insurance	
Legal Fees/Tax Prep	
Licenses	
Memberships	
Multiple Listing Service	
Publications	

Other Information

Provided By:

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VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE

Client: _____

Tax Year: _____

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Vehicle Expense	
Description of vehicle	
Date placed in service	
Odometer reading beginning of year	
Odometer reading end of year	
Total miles	
Business miles	
Commute miles	
Daily average round-trip commute	
Personal miles	
Is car leased?	
Is car owned (or financed)	
Was this vehicle depreciated in a prior year?	
Gas, lube, oil	
Repairs & Maintenance	
Tires	
Towing	

Vehicle Expense	
Insurance	
Auto license/reg	
Washes and Detailing	
Lease payments	
Interest	
Auto club	
Warranty	
Smog Certificate	
Other _____	
Other _____	
Total	

Travel & Entertainment Expense	
Airfare, train	
Car rental & gas	
Parking, tolls	
Taxi, bus, shuttles	
Lodging	
Meals	
Entertainment	
Tips	
Telephone	
Dry Cleaning	
Number of days out of town	
Other _____	
Other _____	
Total	

Other Information

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