#### **AIRLINE PERSONNEL DEDUCTIONS**

Uniforms		The purpose of this worksheet i tax deductible business expens to be deductible, it must be con	es. In order for an expens
Alterations/Repairs		to be deductible, it must be con	sidered an "ordinary and
Belts		necessary" expense. You may expenses. Do not include expe reimbursed, expect to be reimb	include other applicable inses for which you have b
Emblems/Insignia/Wings		reimbursed, expect to be reimb	ursed, or are reimbursable
Gloves		Vehicle &	Travel
Hat		See Vehicle, Travel & En	tertainment Workshee
Jacket/Overcoat			
Laundry/DryCleaning		Equipr	nent
Pants		Alarm Clock/Portable	
Shirts/Blouses		Calculators	
Shoes/Boots		Cockpit Keys	<u> </u>
Sweater/Vest		Ear Piece/Protectors	
Ties/Scarf		Flashlight/Batteries	
Other		Flight Bag	
Other		Jet Bridge Keys	
Total		Log Book	
		Luggage/Garmet Bag	
Professional		Maps/Charts	
Bidding/Software/Fees		Name Tags	
Books/Manuals/Tapes		Portable Security Device	
Business Cards		Sunglasses	
Internet		Translators	
FAA Medical Exam		Voltage Converter	
ID Replacement		Watch/Batteries	
Licenses		Other	
Passport/Photo/Visa		Other	
Professional dues		Other	
Subscriptions/Publications		Other	
Training Expense		Other	,
Union dues/Assessments		Total	
Union Ofcr./Committee			
Other		Teleph	one
Other		Second Line	
Total		Long distance	
		Pay phone	
Mileage		Cell phone	
FAA Physical	Miles	Answering machine	
Company Physical	Miles	Fax line	
Training	Miles	Other	
Other	Miles	Other	
Total		Total	
	Other Int	ormation	
			;

#### AIRLINE PERSONNEL DEDUCTIONS

Client:

	The purpose of this
Uniform	tax deductible busir
Alterations/Repairs	to be deductible, it r necessary" expense expenses. Do not i
Belts	expenses. Do not i
Emblems/Insignia/Wings	reimbursed, expect
Gloves	
Hat	See Vehicle, Tr
Jacket/Overcoat	
_aundry/DryCleaning Pants	Alarm Clock/Po
Shirts/Blouses	Calculators
Shoes/Boots	Cockpit Keys
Sweater/Vest	Ear Piece/Prote
Ties/Scarf	Flashlight/Batte
Other	Flight Bag
Other	Jet Bridge Keys
Total	Log Book
	Luggage/Garm
Profession	inapoi offaito
Bidding/Software/Fees	Name Tags
Books/Manuals/Tapes	Portable Securi
Business Cards	Sunglasses
Internet	Translators
FAA Medical Exam	Voltage Conver
D Replacement	Watch/Batteries
	Other
Passport/Photo/Visa	Other
Professional dues	Other
Subscriptions/Publications	Other
Training Expense	Other
Union dues/Assessments	Total
Union Ofcr./Committee	
Other	Second Line
Other	· · · ·
Total	Long distance
Mileage	Pay phone
FAA Physical	Miles Answering mac
Company Physical	Miles Answering mac
Training	Miles Other
Other	Miles Other
Total	Total
	Other Information

#### ID#\_\_\_

Tax Year 2020

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.

# Vehicle & Travel ravel & Entertainment Worksheet Equipment ortable ectors eries S iet Bag ity Device rter S Telephone chine

Prepared By:

#### AUTOMOBILE SALESPERSON DEDUCTIONS

# Client:

Sales Expenses	The purpose of this worksheet
Advertising	tax deductible business expens to be deductible, it must be con
Agency Charges	necessary" expense. You may expenses. Do not include expe
Bank Charges	expenses. Do not include experimentation of the reimbursed, expect to be reimbursed.
Batteries	Vehicle &
Business Cards	
Clerical	See Vehicle, Travel & Enterta
Client Gifts	Profess
Commission	Continuing Ed
	Dues
Customer Refreshments	E & O Insurance
Entertainment, Tickets	Legal Fees
Flashlight	Licenses
Flowers/Cards	Memberships
Food & Beverages	Publications
Gasoline, Customer's Vehicle	Resumes
Office Expense	
Photography	Seminars
Postage	Other
Printing	Other Other
Promotional Items	
Referrals	Total Equip:
Repairs	
Sales Assistants	Attache Case Calculator
Sales Inducements	Cancelator
Signs, Flags, Banners	Cell Phone
Stationery	Telephone
Support Shoes & Hosiery	Other
Team Sales Incentives	Other
Tips - Lot Porters & Detailer	Other
Tools	Total
Travel - Overnight	Telepl
Uniforms - Dealer Required	Cell Phone Service
Washes/Waxes, Customer	Long Distance
Other	Pay Phone
Other	Other
Total	Total
	other Information

Tax Year 2020

is to help you organize your ses. In order for an expense nsidered an "ordinary and y include other applicable enses for which you have been bursed, or are reimbursable.

Ver	hicle & Travel
See Vehicle, Travel &	Entertainment Worksheet
	rofessional
Continuing Ed	
Dues	.*
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
Publications	
Resumes	
Seminars	
Other	
Other	
Other	
Total	
	Equipment
Attache Case	
Calculator	
Camera	
Cell Phone	
Telephone	
Other	
Other	
Other	
Total	
	Telephone
Cell Phone Service	
Long Distance	
Pay Phone	
Other	
Total	
rmation	

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## **BUSINESS PROFESSIONALS DEDUCTIONS**

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Client:

ID#

Tax Year 2020

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.

Miscellaneous	Telephone
Business Cards	Long Distance
Clerical	Faxes
Computer Supplies	Pay Phone
Customer Lists	Cell Phone Service
Gifts	2nd Line
Office Supplies	Answering Service
Postage	Other
Photocopying	Other
Printing	Other
Repairs Shipping	Total
Shipping	
Stationery	Equipment
Other	Attache Case
Other	Calculator
Total	Camera
	Desk
Professional	Chair
Dues	Filing Cabinet
E & O Insurance	Cell Phone
Legal & Professional	Software
Licenses	Recorder
Memberships	Telephone
Publications	Other
Seminars	Other
Continuing Ed	Total
Resumes	
OtherOther	Vehicle & Travel
Other	
Total	See Vehicle, Travel & Entertainment Workshe
Ot	her Information

#### **CLERGY DEDUCTIONS**

#### Client: \_

Parsonage Allowance	The purpose of this we tax deductible busines
Interest - home	to be deductible, it mu
Allowance received	necessary" expense.
Taxes - home	expenses. Do not inc reimbursed, expect to
Rent - home	Ve
Repairs - home	
Insurance home	See Vehicle, Trave
Utilities - home	Sup
Other	Music books
Other	Theology books
Other	Business cards
Other	Clerical service
Other	Greeting cards
Other	Insurance
Total	Legal & professio
	Map book
Professional	Pager
Professional dues	Photocopy
Religous subscriptions	Postage
Business Associations	Software
Secretarial	Office equipment
Bookkeeper	Office supplies
Other	Computer
Other	Vestments
Total	Vestments - clear
Continuing Education	Vestments - repai
Correspondence Course	Other
Course Registration	Other
Materials & supplies	Other Other Other
Photocony	Other
Photocopy Reference material	Total
Seminar fees	
Textbooks	
Other	Answering machi
Other	Answering Servic
Total	Cell Phone
	Pay Phone
Insurance	Toll Calls
Equipment	Fax line
Other	Other
Total .	0 Total
	er Information

\_\_\_\_\_

ID#\_\_\_\_

Tax Year 2020

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.

## Vehicle & Travel

See Vehicle, Travel & Entert	ainment Worksheet
Supplies/Equ	ipment
Music books	· · · · · · · · · · · · · · · · · · ·
Theology books	
Business cards	<u> </u>
Clerical service	
Greeting cards	
Insurance	
Legal & professional fees	
Map book	
Pager	
Photocopy	
Postage	
Software	
Office equipment	
Office supplies	
Computer	
Vestments	·
Vestments - cleaning	
Vestments - repair	
Other	
Other	
Other	
Other	
Total	
Telepho	nė
Answering machine	
Answering Service	
Cell Phone	
Pay Phone	
Toll Calls	· · · ·
Fax line	
Other	
Total	
ormation	

**Prepared By:** 

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## **CONSTRUCTION WORKERS DEDUCTIONS**

# Client: \_\_\_\_\_

Equipment/Supplies Batteries (Non - Automotive)	The purpose
Bed Liner, Truck	tax deductible to be deductil
Blades, Replacement	necessary" ex
Brooms, Mops, etc.	expenses. D
Brushes	reimbursed, e
Buckets	
Chain Saw, Electric/Gas	
Cleaning Supplies	
Compressor, Air	See Vehicle
Equipment Rentals	
Flashlght	Licenses & I
Gasoline, Equipment	Subscription
Gear, Rain	Union Dues
Generator	Other
Hammers, All Types	Other
Ladders	Other
Propane, All Types	Other
Repairs, All Types (Attach List)	Other
Rope, All Types	
Safety Equipment (Attach List)	
Saws, Electric/Gas	Coveralls
	Hardhats, et
Shovels	Uniforms, S
	Safety Boot
Tool Bags, All Types	Other
Tool Boxes, All Types	Other
Tools	Other
Other	Total
Other	
Other	Cell Phone
Other	Long Distan
Other	Other
Total	Total
	r Information

ID#\_\_\_\_

Tax Year 2020

of this worksheet is to help you organize your business expenses. In order for an expense ble, it must be considered an "ordinary and pense. You may include other applicable o not include expenses for which you have been xpect to be reimbursed, or are reimbursable.

aw, Electric/Gas	Vehicle & Travel
Supplies	See Vehicle, Travel & Entertainment Worksheet
ssor, Air	Professional
ent Rentals	
t	Licenses & Permits
e, Equipment	Subscriptions
ain	Union Dues
or	Other
s, All Types	Other
	Other
, All Types	Other
All Types (Attach List)	
	Total
quipment (Attach List)	Uniforms
lectric/Gas	Coveralls
	Hardhats, etc.
	Uniforms, Shirts, Pants
<u></u>	Safety Boots
js, All Types	Other
es, All Types	Other
	Other
	Total
	Telephone
· · ·	Cell Phone
	Long Distance
	Other
· · · ·	Other
	Other
	Other
tal	Total
	Other Information
······	

#### DAY CARE PROVIDER DEDUCTIONS

#### Client:

ID#

Car Seats Cribs

High Chairs

Dishwasher

Other: Other:

Riding Equipment Swing Set/Slides

Computer Equipment

Tax Year 2020

Maior Purchases

Purchases (Subject to Percentage of Business Use)

a1

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.

expenses. Do not include expenses for which you have been to
Ordinary Supplies
Advertising
Books & Magazines
Business Tax
Child Proofing Devices
Continuing Education (child care)
CPR Training
Food & Snacks
Insurance: Bond
Insurance: Business
Insurance: Liability
License & Permits
Payroll: Wages
Payroll: Taxes
Professional Fees: Legal
Professional Fees: Tax Preparation
Repairs
Replacements
Supplies: Art
Supplies: Bottles, Formulas, Diapers
Supplies: Cleaning Supplies: Household
Supplies: Household
Supplies: Laundry
Supplies: Office
Supplies: Party
Telephone: Cell
Telephone: House
Tickets, Fees, etc Field Trips
Toys
Video Rentals
Other:
Other:
Other:
Total

	Dryer
	Fencing
	Refrigerator
	Television
	Video Player (DVD, etc.)
	Washer
	Other:
	Other:
	Total
	Business Use of Home
1	Total Square Feet of Home
	Business Area of Home
	Business Hours (Total for Year)
-	Allocated Expenses (Subject to Percentage of Business Use)
	Home Mortgage Interest
	Property Taxes
	Insurance
	Rents
	Cleaning Service
	Gardner
	Maintenance & Repairs
	Pool Service & Supplies
	Repairs
	Utilities: Cable
	Utilities: Gas & Electric
	Utilities: Trash
	Utilities: Water
t	Other:
	Other:
	Total
- 1	oformation

# Vehicle & Travel

See Vehicle, Travel & Entertainment Worksheet

Other Information

## DIRECT SELLER DEDUCTIONS

Client: Inventory Inventory at Beginning of Year Purchases Cost of Items for Personal Use Other Costs Inventory at End of Year Sales Expenses Advertising **Business Cards Bank Charges** Catalogues Commissions Demos Freight Gifts Kits Map Books Postage Refunds Sales Aids Sales Assistants Samples & Promotional Items Seminars & Trade Shows Service Charges Snacks & Beverages Storage Containers Storage Fees Supplies - Meeting\Party Supplies - Misc Supplies - Office Other Other Total

# Vehicle & Travel

See Vehicle, Travel & Entertainment Worksheet

#### ID#\_\_\_\_\_

Tax Year <u>2020</u>

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.

Professional
Dues
Insurance
License
Publications
Other
Other
Total
Telephone
Long Distance
Faxes
Pay phone
Cell Phone Service
2nd Line Answering Service
Answering Service
Other
Other
Other
Total
Equipment
Attache Case
Calculator
Desk
Display Tables
Camera
Filing Cabinet
Cell Phone
Telephone       Other
Other
Total

## Other Information

#### EDUCATOR DEDUCTIONS

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1.1	inr	<b>`</b> +•
CI		
-		

ID#

# Tax Year 2020

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.

	room Aids
Attendance Books	
Arts & Crafts	
Audio Visual	
Books Decorations	
Food	
Grade Books	
Rentals	
Software	
Film/Processing	
Photocopying	
Printing	
Publications	
Party Supplies	
Tools	
Trophies	
Prizes & Awards	*
Stationery	· · · · · · · · · · · · · · · · · · ·
Other	
Other	
Total	
	fessional
Conventions	
Dues	
E & O Insurance	
Job Seeking	
Legal Fees	
Licenses	
Memberships	
Seminars	
Continuing Ed	
Resumes	
School Functions	
Other	
Other	
Total	
	le & Travel
N NO. 101	
See Vehicle, Travel 8	Entertainment Worksheet
	Other Info

Telephone
Long distance
Faxes
Pay phone Cell Phone Service
2nd Line
Answering Service
Other
Other
Other
Total
Equipment
Calculator
Camera
Desk
Chair
Filing Cabinet
Cell phone
Recorder
Other
Other
Other
Total
Uniforms
Dry cleaning
Laundry
Lab Coats
Other
Other
Total
Miscellaneous
Postage
Storage
Other
Other
Total
rmation
·

#### **ENTERTAINER DEDUCTIONS**

#### Client: \_\_

nent	ID#
Promotional	The purpos tax deductit
Agent Commission	to be deduc
Audition Expense	necessary"
Business Cards	expenses. reimbursed
Film & Processing	
Fan Mail Service	
Paging Service	See Veh
Photos - Professional	
Portfolio Expense	Alteratio
Publicity Agent	Cleaning
Resume	Costume
Other	Hair Car
Other	Makeup
	Manicure
Total	Props, S
Professional	Equipme
Office Supplies	Amplifier
Photocopy - Scripts, etc.	Audio Sy
Professional dues	Musical
Secretarial	Recorde
Trade Publications	Speaker
Union dues	Shoes -
Other	Digital M
Other	Tools
Total	Wigs
Continuing Education	Other
	Other
Coaching	Other
Dance Training	Other
Music Arrangement	Other
Music Tapes, Recordings Music Training	
Rents - Rehearsal Hall	
Voice Training	
Other	Answerii
Other	Answerii
Total	Cell Pho
	Land Lin
Insurance	Fax Line
Equipment	Other
Other	Other
Total	Tot
Othe	r Information
Other	r Informatio

ID#\_

Tax Year 2020

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

#### Vehicle & Travel

See Vehicle, Travel & Entertainment Worksheet Supplies/Equipment

Alterations - Repairs	
Cleaning (costumes)	
Costumes - Wardrobe	
Hair Care	-
Makeup	
Manicure	
Props, Stunt Supplies	
Equipment Repairs	
Amplifier	
Audio Systems	
Musical Instruments	
Recorder	
Speaker Systems	
Shoes - Special	
Digital Media	
Tools	
Wigs	
Other	
Total	
Teleph	one
Answering machine	
Answering Service	
Cell Phone	
Land Line Fax Line	
Other	•
Other	
	+ · · ·
Total	
ormation	

Prepared By:

## **FIREFIGHTER DEDUCTIONS**

Client:	ID#	Tax Year_2020
Uniforms	The purpose of this wo	rksheet is to help you organize your
Uniforms	to be deductible, it mus	s expenses. In order for an expense st be considered an "ordinary and
Belts	necessary" expense.	You may include other applicable
Boots, shoes	expenses. Do not inclu reimbursed expect to b	ude expenses for which you have bee be reimbursed, or are reimbursable.
Gloves		nicle & Travel
Hat, helmet		
Jacket	See Vehicle, Trav	el & Entertainment Worksheet
Pants		Equipment
Shirts	Badges, name tag	S
Ties	Briefcase	
Emblems, insignia	Binoculars	· · · · · · · · · · · · · · · · · · ·
Dry Cleaning	Flashlight, bulbs, t	patteries
	Maps	
Other	Notebook	
Other Other	Equipment repairs	
	Safety equipment	2
Total	Recorder	
Professional		
Union dues	Other	
Association dues		
Professional dues	OtherOther	
Subscriptions	Total	
Other		Meals
Other		Ivieals
Total	House dues	- 41
Continuing Education	Business meals or	1-the-job
Seminars	Other	
	Other	
Workshops Books, manuals	Total	
		Telephone
Supplies Other	2nd Line	
Other	Long distance	
	Pay phone	
Total	Cell Phone Servic	e
Insurance	Answering machin	
Errors & Omissions	Fax line	
Other	Other	
Total	Total	
	other Information	

#### HAIRSTYLIST/MANICURIST DEDUCTIONS

Client:

ID#\_\_\_

Tax Year 2020

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

Miscellaneous	Telephone	
usiness Cards	Telephone	
ublic Relations/Photos	Answering Service	
efreshments for Customers	Pager/Voice mail	
lient Gifts	Cell Phone Service	
ffice Supplies	Pay Phone	
ostage	Long Distance	
ent	Other	
ssistant Fees	Other	
nampoo Person Expenses	Total	
aundry		
eaning Expense	Equipment & Supplies	
ther	Hairdryers, Drills, etc.	
ther	Hair Products	
Total	Nail Products	
Total	Misc. Supplies	
Professional	Telephone	
ues & Professional Fees	Cell Phone	
ability Insurance	Equipment Repairs	
egal & Professional	Equipment Rental	
censes	Other	
usiness Tax	Other	
émberships	Other	
ublications	Total	
air Shows		
eminars	Vehicle & Travel	
ther	Parrie K. I. T. Constant and Market	
ther	See Vehicle, Travel & Entertainment Worksheet	
Total		
	aformation	
Total	nformation	

## LAW ENFORCEMENT DEDUCTIONS

ID#

Tax Year 2020

Client:

Uniforms	The purpose of this worksheet is to help you organize you 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 b reimbursed, expect to be reimbursed, or are reimbursable	
Uniforms	to be deductible, it must be considered an "ordinary and	
Belts	<ul> <li>necessary" expense. You may include other applicable expenses. Do not include expenses for which you have</li> </ul>	
Boots, shoes	reimbursed, expect to be reimbursed, or are reimbursable	
Gloves	Vehicle & Travel	
Hat, helmet		
Jacket	See Vehicle, Travel & Entertainment Workshee	
	Equipment/Supplies	
Pants Shirts	Ammo pouch Ammunition	
Ties	Ammunition	
Emblems, insignia	Baddes, name tags	
Emblems, insignia Dry Cleaning	Baton Briefcase	
Laundry		
Rain gear	Bulletproof vest	
Rain gear Other	Ear protectors	
Other	Camera	
Tatal	Film & processing	
Total	Flashlight, bulbs, batteries	
Professional	Guns Mace	
Registration	Mace	
Fingerprinting	Maps	
Licenses & permits	Notebook	
Union dues	Equipment repairs	
Association dues	Safety equipment	
Professional dues	Becorder	
Range dues	Digital Media	
Subscriptions	Whistle	
Textbooks	Other	
Seminars	Digital Media       Whistle       Other       Other       Other	
Workshops	Other	
Books, manuals	Total	
Supplies	- 1/ 	
Other	Telephone	
Other	2nd Line	
Total	Long distance	
	Cell Phone Service	
Insurance	Answering machine	
Bond	Fax line       Other	
Errors & Omissions	Other	
Other	Other	
Other	Other	
Total		
•		
	Other Information	
•	·	

Prepared By:

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#### LONG HAUL TRUCKER/OVERNIGHT DRIVER

Client:

ID#

Tax Year 2020

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.

Out of Town Travel Expenses	Miscellaneous Expenses
Baggage & Shipping	Business Cards & Stationary
Bath/Shower Car Rental & Gas	Delivery Expenses-Postage
Car Rental & Gas	Insurance-Business
Laundry/Laundry Supplies	Legal & Professional Services
Locker Fees	Office Supplies
Lodging	Safety Classes
Meals (Actual Cost)	Secretarial Services
Parking & Tolls	Testing-Job Related
Taxi, Commuter Bus, Shuttles	Other
Telephone/Fax	Total
Tips	
Toiletries	Supplies
Transportation-Air Fare, Bus, Train	Back Supporter
Other	Batteries
Total	Cellular Phone
Owner Operator Truck Expenses	Citizens Band Radio
Description of Truck	Compass/GPS
Data Diagond in Comise	Fire Extinguisher
Odometer-Beginning of Year	First Aid Kit
Odometer-End of Year	Flares
Interest Paid	Flashlight
Interest Paid Gas, Lube, Oil	Glasses-Safety & Sun
Repairs & Maintenance	Gloves
Tires	Ice Chest/Thermos
Insurance	Map/Map Book
License/Registration Fee	Radio
Other	Safety Boots/Shoes
Total	Seat Cushion
Dues & Fees	Tools
	Trade Publications
License Permits/Fees	Uniforms & Maintenance
	Weather Receiver
Security Bond Trade Association Dues	Other
Travel Card Fees	Other
Union Dues	Other
Other	Other
Total	Total
	formation
	· · · · · · · · · · · · · · · · · · ·

Prepared By:

#### **REALTOR DEDUCTIONS**

Cl	ie	nt:
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onal
-
Other In
Other In
Other In

ID#

Tax Year 2020

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.

Professional
Seminars
Continuing Ed
Resumes
Other
Other
Total
Telephone
Long Distance
Fax
Pay phone
Cell Phone Service
2nd Line
Answering Service
Other
Other
Other
Total
Equipment
Attache Case
Calculator
Desk
Camera
Chair
Filing Cabinet
Cell Phone
Recorder
Telephone
Other
Other
Total

## Vehicle & Travel

See Vehicle, Travel & Entertainment Worksheet

#### ormation

#### MEDICAL PROFESSIONAL DEDUCTIONS

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( ·	110	nt
J	nс	nt:

Client:	_ ID#_
Uniforms	The pur
Alterations & repairs	tax ded to be de
Dry cleaning	- necessa
Hat, cap	expense reimbur
Laundry	
Pants	
Scrubs	See V
Shoes	-
Other	Bag -
Other	Briefo
	Busin
Total	Medio
Professional	Office
Alumni dues	Page
Medical Association dues	Equip
Professional dues	Static
Referral service	Таре
Subscriptions	Other
Union dues	Other
Other	Other
Other	
Total	
Continuing Education	Malpr
	Legal
Correspondence courses	– Liabil
Materials & supplies	☐ Other
Photocopy	- Other
Reference material	-
Registration fees	
Seminars	2nd L
Transcripts	
Tuition	Long
Textbooks	_ Pay p
Other	Answ
Other Other	Fax li
Other	Other
· · · · · · · · · · · · · · · · · · ·	
Total	
Other	Informatio

пe	pur

Tax Year 2020

The purpose of this worksheet is to help you organize your ax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and eccessary" expense. You may include other applicable expenses. Do not include expenses for which you have been eimbursed, expect to be reimbursed, or are reimbursable.

Vehicle & Travel

See Vehicle, Travel & Ente	
Suppl	ies
Bag - medical	
Briefcase	
Business cards	
Medical equipment	
Office supplies	
Pager, beeper	
Equipment repairs	
Stationery	
Tape recorder, tapes	
Other	
Other	
Other	
Total	
Other Exp	penses
Malpractice insurance	
Legal fees	
Liability insurance	
Other	
Other	
Total	
Teleph	ione
2nd Line	
Long distance	
Pay phone	
Cellular	
Answering machine	
Fax line	
Other	
Total	
ormation	

.

#### SELF-EMPLOYED INDIVIDUAL DEDUCTIONS

Client: \_

Operating Expe	enses
Advertising	
Bank Charges	
Business Cards	
Catalogues	
Cleaning & Maintenance	
Commissions	
Demos	
Depreciation & Sect. 179	
Employee Benefits	
Freight	
Gifts	
nterest	
Map Books	
Office Expense	
Pension/Profit Sharing	
Postage/Delivery Expenses	
Printing	
Refunds	
Rent (Machinery/Equip)	
Rent (Other)	
Repairs	
Sales	
Samples & Promotional	
Seminars & Trade Shows	
Service Charges	
Software	
Storage Fees	
Taxes	
	· · · · · · · · · · · · · · · · · · ·
Jtilities	
Nages	
Other	
Other	
Other	
Other	
Total	
	Other I

\_\_\_\_

ID#

Tax Year 2020

e purpose of this worksheet is to help you organize your x deductible business expenses. In order for an expense be deductible, it must be considered an "ordinary and ecessary" expense. You may include other applicable penses. Do not include expenses for which you have been imbursed, expect to be reimbursed, or are reimbursable.

Vohiolo & Troval

	ITavel
See Vehicle, Travel & Entertain	
Cost Of G	loods
Cost of Items for Personal Use	
Cost of Labor	
Inventory at Beginning of Year	
Inventory at End of Year	
Materials and Supplies	
Outside Service	
Purchases	
Other	
Other	
Total	
Equipm	ent
Equipment	
Furniture	
Other	
Total	
Professi	onal
Dues	
Insurance	
Legal & Professional	
License	
Publications	
Other	
Other	
Total	
Telepho	one
Cell Phone	
Long Distance	
Pay Phone	
Other	
Total	
rmation	

Prepared By:

#### VEHICLE AND TRAVEL EXPENSE

ient	

ID#

Tax Year 2020

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.

Vehicle Exp	ense
Description of vehicle	
Date placed in service	
• *	
Odometer reading	
beginning of year	
Odometer reading	
end of year	
Total miles	
Business miles	
-	
Commute miles	
Deilte aus an	· · · · · · · · · · · · · · · · · · ·
Daily average	
round-trip commute Personal miles	
Personal miles	
ls car leased?	Yes
is calleased?	No
Is car owned (or financed)	Yes
	No
Was this vehicle	Yes
depreciated in a prior year?	
Gas, lube, oil	
Repairs & Maintenance	
Tires	
Towing	

Vehicle Ex	pense
Insurance	
Auto license/reg	
Personal property tax	
Lease payments	
Interest	
Auto club	
Warranty	
Smog Certificate	
Other	
Other	
Total	

Travel Exp	ense
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**

# AUTOMOBILE SALESPERSON DEDUCTIONS

## Client: \_

Advertising	
Agency Charges	to be deductible,
Bank Charges	necessary" expe expenses. Do no
Batteries	reimbursed, expe
Business Cards	
Clerical	See Vehicle, Tr
Client Gifts	
Commission	Continuing Ed
Courier Service	Dues
Customer Refreshments	E & O Insurance
Entertainment, Tickets	Legal Fees
Flashlight	Licenses
Flowers/Cards	Memberships
Food & Beverages	Publications
Gasoline, Customer's Vehicle	Resumes
Office Expense	Seminars
Photography	
Postage	Other Other
Printing	Other
Promotional Items	Total
Referrals	
Repairs	Attache Case
Sales Assistants	Calculator
Sales Inducements	Camera
Signs, Flags, Banners	Cell Phone
Stationery	Telephone
Support Shoes & Hosiery	Other
Team Sales Incentives	Other
Tips - Lot Porters & Detailer	
Tools	Other
Travel - Overnight	Total
Uniforms - Dealer Required	
· · · · · · · · · · · · · · · · · · ·	Cell Phone Serv
Washes/Waxes, Customer	Long Distance
Other Other	Pay Phone
	Other
Total	Total er Information

#### ID#

Tax Year 2020

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.

## Vehicle & Travel

See Vehicle, Travel & Entertainm	ent Works
Professio	nal
Continuing Ed	
Dues	
É & O Insurance	<u> </u>
Legal Fees	
Memberships	
Publications	
Resumes	
Seminars	<u> </u>
Other	
Other	
Other	
Total	
Equipme	nt
Attache Case	
Calculator	
Camera	
Cell Phone	
Telephone	
Other	
Other	
Other	
Total	
Telephor	re
Cell Phone Service	·
Long Distance	
Pay Phone	
Other	
Total mation	

# **BUSINESS PROFESSIONALS DEDUCTIONS**

Client:

ID#\_\_

Tax Year 2020

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.

Miscellaneous	Telephone
Business Cards	Long Distance
Clerical	Faxes
Computer Supplies	Pay Phone
Customer Lists	Cell Phone Service
Gifts	2nd Line
Office Supplies	Answering Service
Postage	Other
Photocopying	Other
Printing	Other
Repairs	Tatal
Shipping	Total
Stationery	Equipment
Other	Attache Case
Other	Calculator
Total	Camera
······	Desk
Professional	Chair
Dues	Filing Cabinet
E & O Insurance	Cell Phone
Legal & Professional	Software
Licenses	Recorder
Memberships	Telephone
Publications	Other
Seminars	Other
Continuing Ed	Total
Resumes	
Other	Vehicle & Travel
Other	See Vehicle, Travel & Entertainment Worksheet
Total	
Other Inf	ormation
	· · · · · · · · · · · · · · · · · · ·

#### **CLERGY DEDUCTIONS**

	ID#
Parsonage Allowance	The purpos tax deductib
Interest - home	to be deduc
Allowance received	necessary" expenses. reimbursed,
Taxes - home	reimbursed.
Rent - home	
Repairs - home	
Insurance - home	See Vehi
Utilities - home	
Other	Music bo
Other	Theology
Other	Business
Other	Clerical
Other	Greeting
Other	Insuranc
Total	Legal & r
	Map boo
Professional	Pager
Professional dues	Photoco
Religous subscriptions	Postage
Business Associations	Software
Secretarial	Office eq
Bookkeeper	Office su
Other	Compute
Other	Vestmen
Total	Vestmen
Continuing Education	Vestmen
Correspondence Course	Other
Course Registration	Other
Materials & supplies	Other
Photocopy	Other
Reference material	Tot
Seminar fees	
Textbooks	Anoworin
Other	Answerir
Other	Answerir
Total	Cell Pho
Insurance	Pay Pho
	Toll Calls
Equipment	Fax line
Other	
Total	0 Tot
	Other Information

#### ID#\_\_

Tax Year 2020

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.

## Vehicle & Travel

See Vehicle, Travel & Entertainment Worksheet

Oupplies/Eq	
Music books	
Theology books	
Business cards	
Clerical service	
Greeting cards	
Insurance	
Legal & professional fees	
Map book	
Pager	
Photocopy	
Postage	
Software	
Office equipment	
Office supplies	
Computer	
Vestments	
Vestments - cleaning	
Vestments - repair	
Other	
Other	
Other	
Other	
Total	
Telepho	one
Answering machine	
Answering Service	
Cell Phone	
Pay Phone	
Toll Calls	
Fax line	
Other	
Total	
formation	

Prepared By:

## **CONSTRUCTION WORKERS DEDUCTIONS**

# Client: \_\_\_\_\_

Equipment/Supplies         Batteries (Non - Automotive)         Bed Liner, Truck         Blades, Replacement	The purpose of this worksheet is to help you org tax deductible business expenses. In order for a to be deductible, it must be considered an "ordin	
Blades, Replacement	necessary" expense. You may include other ap	
Brooms, Mops, etc.	expenses. Do not include expenses for which ye	
Brushes Buckets	reimbursed, expect to be reimbursed, or are rein	
Buckets		
Chain Saw, Electric/Gas	Vehicle & Travel	
Cleaning Supplies	See Vehicle, Travel & Entertainment Workshee	
Compressor, Air	Professional	
Equipment Rentals	FIDIESSIONAL	
Flashlght	Licenses & Permits	
Gasoline, Equipment	Subscriptions	
Gear, Rain	Onion Dues	
Gear, Rain Generator	Other Other	
Hammers, All Types	Other	
Ladders	Other	
Propane, All Types	Other	
Repairs, All Types (Attach List)		
Rope, All Types	I otal	
Safety Equipment (Attach List)	Uniforms	
	Coveralls	
Saws, Electric/Gas	Hardhats, etc.	
Shovels	Uniforms, Shirts, Pants	
Таре	Safety Boots	
Tool Bags, All Types	Other	
Tool Boxes, All Types	Other	
Tools	Other	
Other		
Other Other	Telephone	
Other	Cell Phone	
Other	Long Distance	
Other	Other	
Other Other	Other	
Other	Other	
Other	Other	
Total	Total	
	er Information	

\_\_\_\_\_

Tax Year <u>2020</u>

sheet is to help you organize your expenses. In order for an expense e considered an "ordinary and u may include other applicable e expenses for which you have been reimbursed, or are reimbursable.

ID#\_\_\_\_\_

## DAY CARE PROVIDER DEDUCTIONS

#### Client:

ID#

Tax Year <u>2020</u>

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

Ordinary Supplies
Advertising
Books & Magazines
Business Tax
Child Proofing Devices
Continuing Education (child care)
CPR Training
Food & Snacks
Insurance: Bond
Insurance: Business
Insurance: Liability
License & Permits
Payroll: Wages
Payroll: Taxes
Professional Fees: Legal
Professional Fees: Tax Preparation
Repairs
Replacements
Supplies: Art
Supplies: Bottles, Formulas, Diapers
Supplies: Cleaning
Supplies: Household
Supplies: Laundry
Supplies: Office
Supplies: Party
Telephone: Cell
Telephone: House
Tickets, Fees, etc Field Trips
Toys
Video Rentals
Other:
Other:
Total

## Vehicle & Travel

See Vehicle, Travel & Entertainment Worksheet

bursed, expect to be reimbursed, or are reimbursable.
Major Purchases
Car Seats
Cribs
High Chairs
Riding Equipment
Swing Set/Slides
Other:
Other:
Purchases (Subject to Percentage of Business Use)
Computer Equipment
Dishwasher
Dryer
Fencing
Refrigerator
Television
Video Player (DVD, etc.)
Washer
Other:
Other:
Total
Business Use of Home
Total Square Feet of Home
Business Area of Home
Business Hours (Total for Year)
Allocated Expenses (Subject to Percentage of Business Use)
Home Mortgage Interest
Property Taxes
Insurance
Rents
Cleaning Service
Gardner
Maintenance & Repairs
Pool Service & Supplies
Repairs
Utilities: Cable
Utilities: Gas & Electric
Utilities: Trash
Utilities: Water
Other:
Other:
Total
ormation

Other

In

## DIRECT SELLER DEDUCTIONS

#### Client: \_

Inventory
Inventory at Beginning of Year
Purchases
Cost of Items for Personal Use
Other Costs
Inventory at End of Year
Salos Exponsos
Sales Expenses
Advertising
Business Cards
Bank Charges
Catalogues
Commissions
Demos
Freight
Gifts Kits
Map Books
Postage
Refunds
Sales Aids
Sales Assistants
Samples & Promotional Items Seminars & Trade Shows
Service Charges
Snacks & Beverages
Storage Containers
Storage Fees
Supplies - Meeting\Party
Supplies - Misc
Supplies - Office
Other
Other
Total

## Vehicle & Travel

See Vehicle, Travel & Entertainment Worksheet

#### ID#

Tax Year 2020

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Professional	
Dues	
Insurance	
License	
Publications	
Other	
Other	
Total	
Telephone	
Long Distance	
Faxes	
Pay phone	
Cell Phone Service	
2nd Line	
Answering Service	
Other	
Other	
Other	
Total	
Equipment	
Attache Case	
Calculator	
Desk	
Display Tables	
Camera	
Filing Cabinet	
Cell Phone	
Telephone Other	
Other	
Total	

# Other Information

#### EDUCATOR DEDUCTIONS

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ID#

Tax Year 2020

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.

to be deductible, it must be considered	an "ordinary and ne
Classroom Aids	
Attendance Books	
Arts & Crafts	
Audio Visual	
Books	
Decorations	
Food	
Grade Books	
Rentals	
Software	
Film/Processing	
Photocopying	
Printing	
Publications	
Party Supplies	
Tools	
Trophies	
Prizes & Awards	
Stationery	
Other	
Other	
Total	
Professional	
Conventions	
Dues	
E & O Insurance	
Job Seeking	
Legal Fees	
Licenses	
Memberships	
Seminars	
Continuing Ed	
Resumes	
School Functions	
Other	
Other	
	· · · · · ·
Vehicle & Travel	
See Vehicle, Travel & Entertainme	ent Worksheet
	Other In

Telepho	ne
Long distance	
Faxes	
Pay phone	
Cell Phone Service 2nd Line	
Answering Service	
Other	
Other	
Other	
Total	
Equipme	
Calculator	
Camera	
Desk Chair	· · · · · · · · · · · · · · · · · · ·
Filing Cabinet	
Cell phone	
Recorder	
Other	
Other	
Other	
Total	
Uniforn	
Dry cleaning	
Laundry	
Lab Coats	
Other	
Other	
Total	
Miscellan	20118
Postage	
Storage	
Other	
Other	· · · · · · · · · · · · · · · · · · ·
Total	
ormation	

#### **ENTERTAINER DEDUCTIONS**

#### Client:

Dromotional	
Promotional	
Agent Commission	
Audition Expense	
Business Cards	
Film & Processing	
Fan Mail Service	
Paging Service	
Photos - Professional	
Portfolio Expense	
Publicity Agent Resume	
Other	
Other	
Total	
Professional	
Office Supplies	
Photocopy - Scripts, etc. Professional dues	
Secretarial	
Trade Publications	
Union dues	
Other Other	
Total	
Continuing Education	
Coaching	
Dance Training	
Music Arrangement	
Music Tapes, Recordings	
Music Training Rents - Rehearsal Hall	
Voice Training	
Other	
Other	
Total	
Insurance	
Equipment	
Other	
Total	
	Other Inf

#### ID#

Tax Year 2020

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#### Vehicle & Travel

See Vehicle, Travel & Entertainment Worksheet
Supplies/Equipment
Alterations - Repairs
Cleaning (costumes)
Costumes - Wardrobe
Hair Care
Makeup
Manicure
Props, Stunt Supplies
Equipment Repairs
Amplifier
Audio Systems
Musical Instruments
Recorder
Speaker Systems
Shoes - Special
Digital Media
Tools
Wigs Other
Other
Other
Other
Other
Total
Telephone
Answering machine
Answering Service
Cell Phone
Land Line
Fax Line
Other
Other
Total
rmation

## FIREFIGHTER DEDUCTIONS

Client:	ID#	Tax Year_2020
Uniforms	The purpose of this wor	ksheet is to help you organize your
Uniforms	tax deductible business	expenses. In order for an expense be considered an "ordinary and
Belts	necessary" expense. Y	ou may include other applicable
Boots, shoes	expenses. Do not includ	de expenses for which you have beel e reimbursed, or are reimbursable.
Gloves		icle & Travel
Hat, helmet		
Jacket	See Vehicle, Trave	I & Entertainment Worksheet
Pants		quipment
Shirts	Badges, name tags	
Ties	Briefcase	
Emblems, insignia	Binoculars	
Dry Cleaning	Flashlight, bulbs, b	atteries
Laundry	Maps	
Other	Notebook	
Other	Equipment repairs	
	Safety equipment	
Total	Recorder	
Professional	Digital Media	
Union dues	Other	
Association dues	Other	
Professional dues	Other	
Subscriptions	Total	
Other		Meals
Other		Meals
Total	House dues	
Continuing Education	Business meals on	
Seminars	Other	
Workshops	Total	
Books, manuals	T	elephone
Supplies	2nd Line	
OtherOther	Long distance	
-	Pay phone	
Total	Cell Phone Service	
Insurance	Answering machine	
Errors & Omissions	Fax line	
Other	Other	
Total	Total	
	Other Information	
	1	

## HAIRSTYLIST/MANICURIST DEDUCTIONS

Client:

ID#

Tax Year 2020

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

Telephone
Telephone
Answering Service
Pager/Voice mail
Cell Phone Service
Pay Phone
Long Distance
Other
Other
Total
Equipment & Supplies
Hairdryers, Drills, etc.
Hair Products
Nail Products
Misc. Supplies
Telephone       Cell Phone
Cell Phone
Equipment Repairs
Equipment Rental
Other
Other
Other
Total
Vehicle & Travel
See Vehicle, Travel & Entertainment Worksheet
Information
mormation
·

Prepared By:

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## LAW ENFORCEMENT DEDUCTIONS

Client:	ID# Tax Year_2020
Uniforms	The purpose of this worksheet is to help you organize your
Uniforms	tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and
Belts	necessary" expense. You may include other applicable
	necessary" expense. You may include other applicable expenses. Do not include expenses for which you have beer reimbursed, expect to be reimbursed, or are reimbursable.
Boots, shoes	reimbursed, expect to be reimbursed, or are reimbursable.
Gloves	Vehicle & Travel
Hat, helmet	See Vehicle, Travel & Entertainment Worksheet
Jacket	Equipment/Supplies
Pants	Ammo pouch
Shirts	Ammunition
Ties	
Emblems, insignia	Badges, name tags
Dry Cleaning	Baton
Laundry	Briefcase
Rain gear	Bulletproof vest
Other	Ear protectors
Other	Camera
Total	Film & processing
	Flashlight, bulbs, batteries
Professional	Guns
Registration	Mace
Fingerprinting	Maps
Licenses & permits	Notebook
Union dues	Equipment repairs
Association dues	Safety equipment
Professional dues	Recorder
Range dues	Digital Media
Subscriptions	Whistle
Textbooks	Other
Seminars	Other
Workshops	Other
Books, manuals	
Supplies	Total
Other	Telephone
Other	2nd Line
	Long distance
Total	Cell Phone Service
Insurance	Answering machine
Bond	Fax line
Errors & Omissions	Other
Other	Other
Other	Other
Total	Total
Other Inf	formation

#### LONG HAUL TRUCKER/OVERNIGHT DRIVER

Client:

ID#

Tax Year 2020

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.

Out of Town Travel Expenses	Miscellaneous Expenses
Baggage & Shipping	Business Cards & Stationary
Bath/Shower	Delivery Expenses-Postage
Car Rental & Gas	Insurance-Business
Laundry/Laundry Supplies	Legal & Professional Services
Locker Fees	Office Supplies
Lodging	Safety Classes
Meals (Actual Cost)	Safety Classes Secretarial Services
Parking & Tolls	Testing-Job Related
Taxi, Commuter Bus, Shuttles	- Other
Telephone/Fax	Total
Tips Toiletries	
Toiletries	Supplies
Transportation-Air Fare, Bus, Train	Back Supporter
Other	Batteries
Total	Cellular Phone
Owner Operator Truck Expenses	Citizens Band Radio
Description of Truck	Compass/GPS
Data Diagond in Consider	Fire Extinguisher
Odometer-Beginning of Year	First Aid Kit
Odometer-End of Year	Flares
	Flashlight
Interest Paid Gas, Lube, Oil	Glasses-Safety & Sun
Repairs & Maintenance	Gloves
Tires	Ice Chest/Thermos
Insurance	Map/Map Book
License/Registration Fee	Radio
Other the second	Safety Boots/Shoes
Total	Seat Cushion
Dues & Fees	Tools
	Trade Publications
License	Uniforms & Maintenance
Permits/Fees	Weather Receiver
Security Bond	Other
Trade Association Dues	- Other
Travel Card Fees	Other
Union Dues	Other
Other	Total
Total	
Other	Information

Prepared By:

## **REALTOR DEDUCTIONS**

#### Client:

Sales	5
Advertising	
Appraisal Fees	
Business cards	
Bank charges	
Clerical	
Clerical Client Gifts	
Courier Service	
Fees:	
Commissions Paid	
Escrow/Loan Fees	
Referrals	
Film/Processing	
Flowers/Cards	
Keys/Locksmith	
Lock Boxes	
Map Books	
Office Expense	
Open House	
Rent	
Sales Assistants	
Repairs	
Signs, Flags, Banners	
Food	
Software	
Photocopying	
Printing	
Tools	
Stationery	
Other	
Other	
Total	
Professio	nal
Dues	
E & O Insurance	
Legal Fees	
Legal Fees	· · · · · · · · · · · · · · · · · · ·
Memberships Multiple Listing	·
Multiple Listing Publications	
	Other Inf

#### ID#

#### Tax Year 2020

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.

Professional	
Seminars	
Continuing Ed	-1
Resumes	
Other	-
Other	
Total	
Telephone	
Long Distance	
Fax	
Pay phone	
Cell Phone Service	
2nd Line	
Answering Service	
Other	
Other	_
Other	
Total	
Equipment	
Attache Case	٦
Calculator	
Desk	
Camera	
Chair	
Filing Cabinet	
Cell Phone	
Recorder	
Telephone	
Other	
Other	
Total	

## Vehicle & Travel

See Vehicle, Travel & Entertainment Worksheet

## ormation

#### MEDICAL PROFESSIONAL DEDUCTIONS

Client:

Uniforn	ns
Alterations & repairs	
Dry cleaning	
Hat, cap	
Laundry	
Pants	
Scrubs	
Shoes	
Other	
Other	
Total	
Professio	onal
Alumni dues	
Medical Association dues	
Professional dues	
Referral service	
Subscriptions	
Union dues Other Other	
Other	
Other	
Total	
· · · · · · · · · · · · · · · · · · ·	
Continuing Ec	ducation
Correspondence courses	
Lab fees	
Materials & supplies	
<b>—</b> • • • • • • • • • •	
Photocopy	
Reference material	
Reference material Registration fees	
Reference material	
Reference material Registration fees Seminars Transcripts	
Reference material Registration fees Seminars Transcripts Tuition	
Reference material Registration fees Seminars Transcripts	
Reference material Registration fees Seminars Transcripts Tuition	
Reference material Registration fees Seminars Transcripts Tuition Textbooks	
Reference material Registration fees Seminars Transcripts Tuition Textbooks Other	
Reference material Registration fees Seminars Transcripts Tuition Textbooks Other Other	

#### ID#

Tax Year 2020

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Vehicle & Travel

See Vehicle, Travel & Enter	tainment Worksheet
Supplie	es
Bag - medical	
Briefcase	
Business cards	· · · · · · · · · · · · · · · · · · ·
Medical equipment	· · · · · · · · · · · · · · · · · · ·
Office supplies	
Pager, beeper	
Equipment repairs	·······
Stationery	
Tape recorder, tapes	
Other	
Other	
Other	
Total	
Other Expe	
Malpractice insurance	
Legal fees	
Liability insurance	
Other Other	
Total	
Telepho	one
2nd Line	
Long distance	
Pay phone	
Cellular	
Answering machine	х х
Fax line	
Fax line Other	
Total	
ormation	
	·····

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# SELF-EMPLOYED INDIVIDUAL DEDUCTIONS

#### Client:

	ID#
Operating Expenses	The purpose of th
Advertising	tax deductible bus to be deductible, i
Bank Charges	necessary" exper
Business Cards	expenses. Do no
Catalogues	reimbursed, expe
Cleaning & Maintenance	
Commissions	See Vehicle, Tra
Demos	
Depreciation & Sect. 179	Cost of Items for
Employee Benefits	Cost of Labor
Freight	Inventory at Beg
Gifts	Inventory at End
Interest	Materials and Su
Map Books	Outside Service
Office Expense	Purchases
Pension/Profit Sharing	Other
Postage/Delivery Expenses	····
Printing	Other
Refunds	Total
Rent (Machinery/Equip)	
Rent (Other)	Equipment
Repairs	Furniture
Sales	Other
Samples & Promotional	Total
Seminars & Trade Shows	
Service Charges	Dues
Software	Insurance
Storage Fees	Legal & Professi
Supplies	License
Taxes	Publications
	Other
Tools	Other
Utilities	Total
Wages	÷
Other	Cell Phone
Other	Long Distance
Other	Pay Phone
Other	Other
Total	Total
	Other Information

Tax Year 2020

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.

Vehicle &	ravel
See Vehicle, Travel & Entertain	ment Worksheet
Cost Of G	
Cost of Items for Personal Use	
Cost of Labor	
Inventory at Beginning of Year	
Inventory at End of Year	
Materials and Supplies	
Outside Service	
Purchases	
Other	
Other	
Total	
Equipme	ent
Equipment	
Furniture	
Other	
Total	
Professio	onal
Dues	
Insurance	
Legal & Professional	
License	
Publications	
Other	
Other	
Total	
* Telepho	ne
Cell Phone	
Long Distance	
Pay Phone	
Other	
Total	
rmation	

#### VEHICLE AND TRAVEL EXPENSE

Client: \_\_\_\_\_

ID#

Tax Year 2020

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.

Vehicle Exp	ense
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	
ls car leased?	Yes
	No
ls car owned (or financed)	Yes No
Was this vehicle	
	Yes No
depreciated in a prior year?	
Gas, lube, oil	
Repairs & Maintenance	
Tires	
Towing	

Vehicle Expense		
Insurance		
Auto license/reg		
Personal property tax		
Lease payments		
Interest		
Auto club		
Warranty		
Smog Certificate	· ·	
Other		
Other		
Total		

Travel 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

Prepared By: