



***Tax
And Business
Service***

Executives and business professionals			
Professional Fees & Dues		Supplies & Expenses	
Professional Association Dues/Subscriptions		Computer Software & Supplies	
Credentials		Customer Lists	
License		Entertainment (enter 100% of expense)	
Union Dues		Equipment Repair	
Continuing Education		FAX Supplies	
Course Registration & Fees		Gifts and Greeting Cards	
Lab Fees		On-Line Charges	
Materials and Supplies		Legal & Professional Services	
Photocopy Expenses		Office Expenses	
Reference Material		Postage/Shipping	
Seminar Fees		Liability Insurance – Business	
Textbooks		Technical Publications	
Telephone Expenses		Equipment Purchases	
FAX Transmissions		Cellular/ Phone/Pager/Recorder	
Paging Service		FAX Machine, Calculator, and Copier	
Toll, Cellular, and Pay Calls		Computers and Printers (Special IRS Rules)	
Auto Travel (In Miles)		Modems and Computer peripherals	
Between Jobs or Locations		Travel – Out of Town	
Client Meetings		Airfare	
Continuing Education		Car Rental, Taxi, Bus, Train, and Subway	
Job Seeking		Parking and Tolls	
Out of Town Business Trips		Lodging (do not combine with meals)	
Purchasing Job Supplies & Materials		Meals (do not combine with lodging)	
Professional Society Materials		Porter, Bell Captain, and Laundry	
Parking Fees and Tolls (\$)		Telephone Calls (including home)	
Do not forget to retain your receipts!			