

AUTOMOBILE SALESPERSON DEDUCTIONS

Client's Name: _____

Tax Year: 20_____

The purpose of this worksheet is to help you organize your tax deductible business expense. In order 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 EXPENSES	
Advertising	
Agency Charges	
Bank charges	
Batteries-Pager/Flashlight	
Business Cards	
Clerical	
Client Gifts	
Commissions	
Courier Service	
Customer Refreshment	
Entertainment/Tickets	
Film/Processing	
Flashlight	
Flowers/Cards	
Food & Beverages	
Gasoline, Customer's Vehicle	
Office Expenses	
Postages	
Printing	
Promotional Items	
Referrals	
Repairs	
Sales Assistants	
Sales Inducements	
Signs/Flags/Banners	
Stationery	
Support Shoes & Hosiery	
Team Sales Incentives	
Tips- lot Porters & Detailers	
Tools	

SALES EXPENSES CONTINUED	
Travel - Overnight	
Uniforms -Dealer Required	
Washes/Waxes, Customer	
Other: _____	
Other: _____	
PROFESSIONAL	
Continuing Education	
Dues	
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
Publications	
Resumes	
Seminars	
Other: _____	
Other: _____	
EQUIPMENT	
Attache Cases	
Calculator	
Camera	
Cellular Phone Purchase	
Telephone	
Pager	
TELEPHONE	
Cellular Phone	
Long Distance	
Cellular	
Other: _____	
Other: _____	

The IRS/FTB requires that the taxpayer(s) be advised that it is their individual responsibility to keep or maintain actual receipts and completed personal checks used for the acquisition of any item or services expensed on their individual income tax return. While Lopez & Associates Income Tax Services does not require to view these receipts/invoices/checks, it will be necessary to produce these receipts if audited or questioned by the IRS/FTB to prove the expenses.

Signature: _____

Date: _____