

The Tax Place

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BUSINESS PROFESSIONALS CHECKLIST

Tax Year _____

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

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