



***Tax  
And Business  
Service***

Outside salespeople			
Auto travel (mileage)		Supplies & expenses	
Between Jobs or Job Locations		Advertising	
Client Meetings		Bank Charges	
Continuing Education		Bookkeeping, Legal or Professional Fee	
Job Search		Business Meals (Enter 100% of Expense)	
Out of Town Business Trips		Business Cards & Printing	
Purchasing Job supplies & Materials		Computer, Software Supplies & Service	
Professional Society Meetings		Entertainment (50% deductible)	
Parking Fees & Tolls (\$)		Data Base and Sales Lead Lists	
Travel – out of town		Equipment Repair	
Airfare/Train		FAX Supplies	
Car Rental/Taxi		On-Line Service Charges	
Bus/Subway/Parking/Tolls		Gifts & Greeting Cards	
Lodging (do not include meals)		Office Expenses	
Meals (do not combine with lodging)		Photocopy Expense	
Educational cost		Postage/Shipping	
Course Registration/Correspondence Course Fee		Rent	
Material, Supplies, Textbooks, Seminar Cost		Trade Publication & Map Book	
Reference Material, Photocopy expenses		Telephone expenses	
Motivational Tapes		Cellular, Paging Charges	
Equipment purchases		FAX Transmissions	
Answering Machine		Professional fees & dues	
Calculator		Association Dues	
FAX Machine		License	
Pager & Telephone		Union Dues	
Computers & Printer (Special IRS Rules)			

### Outside salespeople

Outside salespeople			
		Miscellaneous expenses	
		Liability Insurance – Business	
		Books & Magazine Subscriptions	
		Professional Subscriptions	
		Resume'	
Don't forget to keep your receipts			