

Real Estate Realtor

Name: _____

Tax Year: _____

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.

Income	
1099-Misc:	
1099-Misc:	
1099-Misc:	
1099-Misc:	
Other Income	
Total Income	
Professional	
Dues	
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
Multiple Listings (MLS)	
Publications	
Seminars	
Continuing Education (Real Estate)	
Resumes	
Other: _____	
Other: _____	

Equipment	
Attache Case	
Calculator	
Desk	
Camera	
Chair	
Filing Cabinet	
Cell Phone Purchase	
Tape Recorder	
Telephone	
Other: _____	
Other: _____	
Other: _____	
Other: _____	

Ordinary Expenses	
Advertising	
Appraisal Fees	
Business Cards	
Bank Charges	
Clerical	
Client Gifts	
Courier Services	
Fees:	
Commissions Paid	
Escrow/Loan Fees	
Referrals	
Film/Processing	
Flowers/Cards	
Keys/Locksmith	
Lock Boxes	
Map Books	
Office Expense	
Rent	
Sales Assistants	
Repairs	
Signs/Flags/Banners	
Food/Refreshments	
Software	
Photocopying	
Printing	
Tools	
Stationery	
Telephone	
Long Distance Faxes	
Cellular Phone	
2nd Line	
Answering Service	
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: _____