

# AUTOMOBILE SALESPERSON DEDUCTIONS

Client: \_\_\_\_\_

Tax Year \_\_\_\_\_

Sales Expenses	
Advertising	
Agency Charges	
Bank Charges	
Blue Book	
Business Cards	
Clerical	
Client Gifts	
Commission	
Courier Service	
Customer Refreshments	
Entertainment, Tickets	
Freight	
Flashlight	
Internet	
Food & Beverages	
Gasoline, Customer's Vehicle	
Office Expense	
Postage/Delivery	
Printing/Photos	
Promotional Items	
Referrals	
Repairs	
Sales Assistants	
Sales Inducements	
Subscriptions	
Stationery	
Team Sales Incentives	
Tips - Lot Porters & Detailer	
Tools	
Travel - Overnight	
Uniforms - Dealer Required	
Washes/Waxes, Customer	
Other _____	
Other _____	
Total	

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

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Professional	
Continuing Ed	
Dues	
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
Publications	
Resumes	
Seminars	
Other _____	
Other _____	
Other _____	
Total	

Equipment	
Attache Case	
Calculator	
Camera	
Cell Phone	
Telephone	
Pager	
Other _____	
Other _____	
Total	

Telephone	
Cellular Phone	
Long Distance	
Pay Phone	
Other _____	
Total	

Other Information	

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## VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE

Client: \_\_\_\_\_

Tax Year: \_\_\_\_\_

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

Vehicle Expense	
Description of vehicle	
Date placed in service	
Odometer reading beginning of year	
Odometer reading end of year	
Total miles	
Business miles	
Commute miles	
Daily average round-trip commute	
Personal miles	
Is car leased?	
Is car owned (or financed)	
Was this vehicle depreciated in a prior year?	
Gas, lube, oil	
Repairs & Maintenance	
Tires	
Towing	

Vehicle Expense	
Insurance	
Auto license/reg	
Washes and Detailing	
Lease payments	
Interest	
Auto club	
Warranty	
Smog Certificate	
Other _____	
Other _____	
Total	

Travel & Entertainment Expense	
Airfare, train	
Car rental & gas	
Parking, tolls	
Taxi, bus, shuttles	
Lodging	
Meals	
Entertainment	
Tips	
Telephone	
Dry Cleaning	
Number of days out of town	
Other _____	
Other _____	
Total	

Other Information

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