

The purpose of this worksheet is to help you organize your credit and deduction information only. Even though an item is listed on this worksheet does not mean that it is necessarily taxable or deductible. Due to tax regulations changing regularly and certain circumstances may also determine whether or not an item is applicable to your situation. This worksheet is not intended to replace knowledge provided by a professional tax advisor.

Professional Fees and Dues	
Association Dues	
Chamber of Commerce	
Continuing Education	
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
Multiple Listings	
Publications	
Realty Board	
Seminars	
Other:	

Telephone	
Answering Service	
Cellular	
Faxes	
2nd Line	
Tolls Calls	
Other:	

Travel (In Town)	
Client Meetings (mi)	
Continuing Education (mi)	
Escrow & Loan Office Trips (mi)	
Out of Town Business Trips (mi)	
Parking Fees	
Showing Property (mi)	
Tolls	
Other:	

Travel (Out of Town)	
Airfare	
Bus, Train, Metro, Taxi	
Car Rental	
Lodging	
Meals	
Parking	
Tolls	
Other:	·

Equipment	

Sales (Supplies and Expenses)		
Accounting/Bookkeeping		
Advertising		
Appraisal Fees		
Attorney Fees		
Bank Charges		
Business Cards		
Business Meals		
Clerical Service		
Computer Software & Supplies		
Courier Service		
Entertainment		
Equipment Repair		
Finders Fees		
Flowers and other Gifts		
Greeting Cards		
Lock Boxes		
Office Expenses		
Open House Expenses		
Photo Copy Expenses		
Photo Processing		
Postage		
Referral Fees		
Rent		
Repairs to Sell Listed Property		
Shipping		
Stationery		
Tools		
Other:		