

# Tax Deduction Worksheet For *Realtors*

<b>Auto Travel</b>	
Client Meetings (mi)	
Continuing Education (mi)	
Escrow & Loan Office Trips (mi)	
Out of Town Business Trips (mi)	
Parking Fees (\$)	
Showing Property (mi)	
Tolls (\$)	
Other:	

<b>Travel - Out of Town</b>	
Airfare	
Bridge & Highway Tolls	
Bus, Train, Subway & Taxi	
Car Rental	
Laundry	
Lodging (do not combine with meals)	
Meals (do not combine with lodging)	
Parking	
Telephone Calls (including home)	
Other:	

<b>Professional Fees &amp; Dues</b>	
Association Dues	
Chamber of Commerce	
License	
Realty Board	
Other:	

<b>Equipment Purchases</b>	
Answering Machine	
Calculator	
Camera	
Computer Equipment	
Copy Machine	
FAX Machine	
Recorder	
Other:	

<b>Continuing Education</b>	
Correspondence Course Fees	
Materials, Supplies & Textbooks	
Seminar Fees	
Other:	

<b>Telephone Expenses</b>	
Cellular, Telephone & Related Service Fees	
FAX Transmissions	
Pager & Related Service Fees	
Pay Phone	
Toll Calls	
Other:	

<b>Supplies &amp; Expenses</b>	
Accounting, Bookkeeping Fees	
Advertising, Signs, Flags & Banners	
Appraisal Fees	
Attorney Fees	
Bank Charges	
Briefcase	
Business Cards	
Business Meals (enter 100% of expense)	
Clerical Service	
Computer Software & Supplies	
Courier Service	
Entertainment (enter 100% of expense)	
Equipment Repair	
FAX Supplies	
Film & Processing	
Finders Fees	
Gifts & Flowers	
Greeting Cards	
Insurance - Errors & Omission, Liability	
Legal & Professional Services	
Lock Boxes, Keys & Locksmith	
Map Book	
Multiple Listing Service	
Office Expenses	
Open House Expenses	
Photocopy Expenses	
Postage	
Referral Fees	
Rent	
Repairs to Sell Listed Property	
Shipping	
Stationery	
Other:	

I hereby verify that the information provided on this worksheet is accurate and complete. I understand it is my sole responsibility and my continuing obligation to include any and all information concerning deductions and other information necessary for the preparation of my personal income tax return. I have not overstated these deductions and acknowledge that false information on a tax return could constitute a federal crime.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

This worksheet provides a way for you to organize your credit and deduction information only. Whether or not an item is listed on this worksheet is not necessarily an indicator of whether or not an item is taxable or deductible. Tax regulations change often and specific circumstances may determine whether or not any item is relevant to your situation. This worksheet cannot substitute for tax knowledge or professional tax advice. Please contact **Expert Tax & Accounting (480) 831-6565** with any specific questions or to book your tax appointment.