

SALES REPRESENTATIVE DEDUCTIONS

Client: _____ I.D. # _____ Tax Year: _____

The purpose of this worksheet is to help you organize your tax deductible 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 been reimbursed, expect to be reimbursed, or are reimbursable.

Auto Travel	
Parking Fees (\$)	
Tolls (\$)	
Travel - Out Of Town	
Airfare	
Bus, Train, Subway & Taxi	
Bridge & Highway Tolls	
Car Rental	
Laundry	
Lodging (do not combine with meals)	
Meals (do not combine with lodging)	
Other:	
Professional Fees & Dues	
Association Dues	
License	
Union Dues	
Telephone Expenses	
Cellular (indicate percentage business use)	
FAX Transmissions	
Professional Subscriptions	
Continuing Education	
Correspondence Course Fees	
Course Registration	
Materials & Supplies	
Photocopy Expense	
Reference Material	
Seminar Fees	
Textbooks	

Equipment Purchases	
Cellular Phone (indicate percentage business use)	
Copy/ Fax Machine	
Computer/ Laptop	
Other	
Supplies & Expenses	
Accounting, Bookkeeping Fees	
Advertising	
Bank Charges	
Business Cards	
Business Meals and Entertainment	
Clerical Service	
Computer Software	
Entertainment (Enter 100% of Expense)	
Equipment Repair	
Gifts (\$25 per person MAX)	
Legal & Professional Services	
Office Supplies and Expenses	
Photocopy Expense	
Postage and Shipping	
Rent	
Trade Publications & Map Book	
Miscellaneous Expense	
Liability Insurance - Business	
Subscriptions	
Professional Subscriptions	
Resume	

Other Information	