Tax Matters

2052 Newport Blvd., Suite 6, Costa Mesa, California 92627-7158

REALTOR® DEDUCTIONS

Client: **ID#:** **Tax Year:**

The purpose of this worksheet is to help you organize your tax deductible business expenses and **maximize your deductions**. 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.

	Sales
	Advertising
	Bank Charges
	Business Cards
	Business Meals (100%)
	Client Gifts & Flowers (up to $25 each)
	Entertainment (100%)
	Equipment Repairs
	Film/Processing
	Flowers/Cards
	Flyers
	Greeting Cards/Post Cards
	Keys/Locksmith
	Map Books
	Office Expenses
	Office/Desk Rent
	Open House Expenses
	Open House Signs
	Photocopy Expenses
	Postage & Shipping
	Printing
	Repairs to Sell Listed Property
	Signs, Flags, Banners
	Stationery & Envelopes
	Tools
	Web Site Hosting
	TOTAL

	Professional
	Accounting/Tax Preparation
	Business Credit Card Annual Fee
	CAR Dues
	Chamber of Commerce
	Continuing Education
	Correspondence Course Fees
	DRE License
	E & O Insurance
	Education - Books
	Flyer Delivery Service
	Intellicards
	Legal Fees
	Material/Supplies/Texts - CE
	Memberships
	MLS Dues
	Multiple Listing Fees
	NAR Dues
	Notary Public Fees
	Publications
	Resumes
	Seminar Fees
	W-2 & 1099 Preparation
	TOTAL

	Telephone
	2nd Line
	Answering Service
	Beeper/Pager
	Cell Phone
	Fax Line
	Fax Transmissions
	Long Distance/Toll Calls
	Paging Services
	Pay Phone
	Voice Mail Service
	TOTAL

	Supplies & Equipment
	Answering Machine
	Attache Case
	Calculator
	Camera
	Cell Phone
	Chair
	Computer
	Computer Software
	Copy Machine
	Desk
	Digital Camera
	E-Key/Palm
	Fax Machine
	Fax Supplies
	Filing Cabinet
	Lock Boxes
	Maps/Mapopolis
	Office Expenses
	Pager
	Repairs on Listed Property
	Tape Recorder
	Telephone
	TOTAL

	Employees/Independent Contractors/Fees Paid
	Appraisal Fees
	Attorney Fees
	Clerical Services
	Commissions Paid
	Courier Service
	Escrow/Loan Fees
	Finders Fees
	Payroll Preparation
	Personal Assistants
	Referral Fees Paid
	Sales Assistants
	Transaction Coordinators
	Web Site Development
	TOTAL

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