BUSINESS PROFESSIONALS DEDUCTIONS

Client:

Miscellaneous	The purpose of this work
Business Cards	business expenses. In or
Clerical	considered an "ordinary a
Computer Supplies	applicable expenses. Do
Customer Lists	reimbursed, expect to be
Gifts	
Office Supplies	Long Distance
Postage	Faxes
Photocopying	Pay Phone
Printing	Cellular
Repairs	2nd Line
Shipping	Beeper/Pager
Stationery	Answering Serv
Other -	Other -
Other -	Other -
Total	Total
Professional	
Dues	Attache Case
E & O Insurance	Calculator
Legal & Professional	Camera
Licenses	Desk
Memberships	Chair
Publications	Filing Cabinet
Seminars	Cell Phone
Continuing Education	Software
Resumes	Tape Recorder
Other -	Telephone
Other -	Other -
Other -	Other -
Other -	Total
Other -	
Other -	
Total	See Vehicle, 7
	Other Information

ID#_____ Tax Year_

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

Telephone		
Long Distance		
Faxes		
Pay Phone		
Cellular		
2nd Line		
Beeper/Pager		
Answering Service		
Other -		
Other -		
Total		
Equipment		
Attache Case		
Calculator		
Camera		
Desk		
Chair		
Filing Cabinet		
Cell Phone		
Software		
Tape Recorder		
Telephone		
Other -		
Other -		
Total		
Vehicle & Travel		
See Vehicle, Travel & Entertainment Worksheet		
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Provided By: