



SALES & BUSINESS PROFESSIONALS DEDUCTIONS

Non Reimbursed Business Expenses Only. Deductions Subject to Tax Authority Regulations.

Name: _____ Soc Sec. #: _____ Tax year _____

Auto Expenses: Mileage for year		Filing Cabinet	
Mileage, business only		Gifts (\$25 max/person/year)	
Fuel		Greeting Cards	
Repairs/Maintenance (wash)		Insurance Liability	
Insurance/License Fee		E & O Insurance	
Parking/Tolls/Bus/Garage		Health	
Beeper		Internet Access	
Briefcase		Website	
Business Meals		Website Maintenance	
Business Cards		Licences	
Calculator		Long Distance/Tolls	
Camera		Office in Home, Rent	
Cell Phone		Utilities	
Chair		Area Use for Business	
Clerical		Entire Size of home	
Computer Supplies		Office Supplies	
Repairs/Service		Pager	
Software		Pay Phone	
Hardware		Photocopying	
Continuing Education		Postage/Shipping/Messenger	
Correspondence Course Fees		Printing	
Course Registration		Publications/Subscriptions	
Lab Fees		Repairs	
Materials & Supplies		Resumes	
Reference Materials		Seminars	
Textbooks		Software	
Copy Machines		Stationery	
Credentials		Tape Recorder	
Customer Lists		Telephone: Office	
Desks		Answering Service	
Dues/Memberships		Cell Phone	
Associate Dues		Fax line	
Professional Associations		2nd line	
Union Dues		Travel: Out of Town	
Entertainment		Lodging	
Faxes: Cost to send		Air Fare	
Fax machine		Auto exp. Gas/Mileage	
Fax supplies		Bus, Train, Taxi Fares	
Fees, Professional		Meals Away from Home	
Attorney Legal		Limo Rental	
Accounting Tax			
Commissions			