

BUSINESS PROFESSIONALS DEDUCTIONS

| | |
|-------------|--|
| Name | |
|-------------|--|

| | |
|-----------------|--|
| Tax Year | |
|-----------------|--|

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

| Sales | |
|--------------------|--|
| Advertising | |
| Office Supplies | |
| Business Cards | |
| Bank Charges | |
| Clerical | |
| Client Gifts | |
| Courier Service | |
| Software | |
| Shipping | |
| Website | |
| Postage | |
| Repairs | |
| Customer List | |
| Printing | |
| | |
| Other | |
| Total | |
| Professional | |
| Dues | |
| E & O Insurance | |
| Legal Fees | |
| Licenses | |
| Memberships | |
| Seminars/Workshops | |
| Publications | |
| Continuing Ed | |
| Resumes | |
| Internet | |
| | |
| Other | |
| Total | |

| Telephone | |
|----------------------|--|
| 2 nd Line | |
| Cell Phone | |
| Fax Line | |
| | |
| Other | |
| Total | |

| Equipment | |
|----------------|--|
| Attache Case | |
| Desk | |
| Camera | |
| Office Chair | |
| Filing Cabinet | |
| | |
| Other | |
| Total | |

| Other Information | |
|-------------------|--|
| | |