

## BUSINESS PROFESSIONALS DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

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.

| Miscellaneous     |        |
|-------------------|--------|
| Business Cards    |        |
| Clerical          |        |
| Computer Supplies |        |
| Customer Lists    |        |
| Gifts             |        |
| Office Supplies   |        |
| Postage           |        |
| Photocopying      |        |
| Printing          |        |
| Repairs           |        |
| Shipping          |        |
| Stationery        |        |
| Other _____       |        |
| Other _____       |        |
| Total             | \$0.00 |

| Professional         |  |
|----------------------|--|
| Dues                 |  |
| E & O Insurance      |  |
| Legal & Professional |  |
| Licenses             |  |
| Memberships          |  |
| Publications         |  |
| Seminars             |  |
| Continuing Ed        |  |
| Resumes              |  |
| Other _____          |  |
| Other _____          |  |
| Total                |  |

| Telephone         |        |
|-------------------|--------|
| Long Distance     |        |
| Faxes             |        |
| Pay phone         |        |
| Cellular          |        |
| 2nd Line          |        |
| Beeper/Pager      |        |
| Answering Service |        |
| Other _____       |        |
| Other _____       |        |
| Total             | \$0.00 |

| 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 |  |

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