

AGENT DEDUCTIONS

SHOW ME THE MONEY, HONEY

Use this worksheet 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.

SALES	
Advertising/Signs	
Appraisal Fees	
Business Cards	
Bank Charges	
Clerical	
Courier Services	
Fees: Commissions Paid Escrow/Loan Fees Referrals	
HOA Docs	
Keys/Locksmith	
Lock Boxes	
Maps and GPS	
Office Expenses	
Open House	
Rent Office/Desk	
Sales Asst/Transaction Coord.	
Repairs	
Storage/Vault Fee	
Food	
Software	
Printing	

SALES, CONTINUED	
Tools	
Stationary	
Other: _____	
Other: _____	
TOTAL	

PROFESSIONAL	
Dues	
E&O Insurance	
Legal Fees/Tax Prep	
Licenses	
Memberships	
Multiple Listing Service	
Publications	
Seminars	
Continuing Ed	
Transaction Fees	
Tech Fees	
Other: _____	
TOTAL	

AGENT DEDUCTIONS CONTINUED

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PHONE/INTERNET	
Faxes	
Cell Phone	
Internet	
Other: _____	
TOTAL	

EQUIPMENT	
Attache Case	
Furniture	
Other: _____	
TOTAL	

TRAVEL & ENTERTAINMENT	
Airfare/Train	
Car rental/gas	
Parking, tolls	
Taxi, Uber, shuttles	
Lodging	
Meals	
Entertainment	
# of days out of town	
Other: _____	
TOTAL	

VEHICLE	
Description of Vehicle	
Date placed in service	
Odometer beginning of year	
Total miles	
Business miles	
Commute miles	
Daily av. round trip commute	
Personal miles	
Is car leased or owned?	
Was it depreciated in a prior yr?	
Gas, lube, oil	
Reparis & Maintenance	
Tires	
Towing	
Insurance	
Auto License/Reg.	
Wash/Detailing	
Payments	
Auto Club	
Other: _____	
TOTAL	