

Business Professionals Deduction

Client : _____ **ID#** _____ **Tax Year** _____

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

Miscellaneous	
Business Cards	
Clerical	
Computer Supplies	
Customer Lists	
Gifts	
Office supplies	
Postage	
Photocopying	
Printing	
Repairs	
Shipping	
Stationary	
Other _____	
Other _____	
TOTAL	
Professional	
Dues	Totals
E & O Insurance	
Legal & Professional	
Licenses	
Memberships	
Publication	
Seminars	
Continuing Ed	
Resumes	
Other _____	
Other _____	
TOTAL	

Telephone	
Long Distance	
Faxes	
Pay Phone	
Cellular	
2 nd Line	
Beeper/ Pager	
Answering Service	
Other _____	
Other _____	
TOTAL	
Equipment	
Attaché 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	

