Business Professionals Deductions

Client: _____ **ID #** _____ **TAX YEAR** _____

MISCELLANEOUS	
Business Cards	
Clerical	
Computer Supplies	
Customer Lists	
Gifts	
Office Supplies	
Postage	
Photocopying	
Printing	
Repairs	
Shipping	
Stationery	
Other	
Other	

PROFESSIONAL	
Dues	
E & O Insurance	
Legal & Professional	
Licenses	
Memberships	
Publications	
Seminars	
Continuing Ed	
Resumes	
Other	
Other	
Other	
Stationery	
Other	
Other	

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.

TELEPHONE	
Long Distance	
Faxes	
Pay Phone	
Cellular	
Beeper/Pager	
Answering Service	
Other	
Other	

EQUIPMENT	
Attache Case	
Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Software	
Tape Recorder	
Telephone	
Other	
Other	
Other	
Other	
Other	

OTHER INFORMATION