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REAL ESTATE PROFESSIONALS

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.

SALES	
Advertising	
Appraisal Fees	
Administrative help	
Business Cards	
Business Development	
Cleaning & Clothing Supplies	
Client Gifts	
Doc-U-Sign	
Fees: Commissions Paid	
Escrow/Loan Fees	
Referrals	
Flowers/Cards	
Food	
Keys/Locksmith	
Lock Boxes/Supra	
Map Books	
Office Supplies	
Open House	
Photocopying	
Postage	
Printing	
Referrals	
Rent	
Repairs	
Sales Assistants	
Signs Put up and Down	
Signs, Flags, Banners	
Software	
Sorage Materials	
Suproa lock Box	
Website	
TOTAL	
Telephone	
2nd Line	
Answering Service	
Beeper/Pager	
Cellular	
Faxes	
High Speed Internet	
Long Distance	
Other	
TOTAL	

PROFESSIONAL	
Dues	
Clerical	
Continuing Ed	
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
Multiple Listing	
Other	
Publications	
Resumes	
Seminars	
Tec Support	
Test	
TOTAL	
EQUIPMENT	
Camera	
Chair	
Desktop PC	
Filing Cabinet	
Hedge Trimmer	
Key Can	
Mcrset mouse	
Misc Equipment	
Refridgerator for Office	
Repairs	
Shredder	
Wet/Dry Vac	
TOTAL	
Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

OTHER INFORMATION
