

Some taxing authorities allow you to deduct expenses that are ordinary and necessary for your line of work and that help you do your job. (If your employer reimburses you and doesn't include the payment on your W-2 form, you won't be able to take a deduction for those expenses.)

Name: _____

Tax Year: _____

1. Auto Travel

- _____ Client meetings (mi)
- _____ Continuing education (mi)
- _____ Escrow & loan office trips (mi)
- _____ Out of town business trips (mi)
- _____ Showing property (mi)
- \$_____ Parking fees & Tolls
- \$_____ Other: _____

2. Travel Costs

- \$_____ Airfare
- \$_____ Car Rental
- \$_____ Laundry
- \$_____ Lodging
- \$_____ Meals
- \$_____ Parking/Tolls
- \$_____ Uber/Lyft/Taxi
- \$_____ Other: _____
- _____ Car Mileage (own vehicle)

3. Professional Fee & Dues

- \$_____ Association dues
- \$_____ Chamber of Commerce
- \$_____ License
- \$_____ Realty Board
- \$_____ M.L.S. fees
- \$_____ Other: _____

4. Telephone & Internet

- \$_____ Cell phone purchase
- \$_____ Cell phone accessories
- \$_____ Cell phone monthly
- \$_____ Internet monthly
- \$_____ Cell Phone Apps
- \$_____ Other: _____

5. Continuing Education

- \$_____ Materials, supplies & textbooks
- \$_____ Seminar, webinar, conference
- \$_____ Coaching
- \$_____ Other: _____

6. Equipment Purchases

- \$_____ Camera & accessories
- \$_____ Computer/laptop
- \$_____ Copy machine
- \$_____ Printer
- \$_____ Other: _____

7. Supplies & Staging Expenses

- \$_____ Advertising, signs, flags & banners
- \$_____ Appraisal fees
- \$_____ Attorney fees
- \$_____ Bank charges
- \$_____ Business meals
- \$_____ Business cards
- \$_____ Computer software & supplies
- \$_____ Courier service
- \$_____ Entertainment /Promotion
- \$_____ Equipment repair
- \$_____ Gifts & flowers (Max \$25 person/year)
- \$_____ Greeting cards
- \$_____ Insurance - E&O and Liability
- \$_____ Legal & professional services
- \$_____ Lock boxes, keys & locksmith
- \$_____ Multiple listing services
- \$_____ Office expenses
- \$_____ Open House expenses
- \$_____ Photopgraphy
- \$_____ Postage
- \$_____ Processor fees
- \$_____ Referral fee service
- \$_____ Rent
- \$_____ Repairs to sell listed property
- \$_____ Shipping
- \$_____ Staging
- \$_____ Stationery
- \$_____ Escrow closing costs
- \$_____ Website expenses