

Real Estate Professionals Expense Worksheet

For Tax Year 20_____

Receipts are required for any individual expense over \$75. Any item that is under \$75 must be entered into a logbook, including item, date and cost. Enter amounts as yearly. Do not send receipts to Taxlink, keep them for your records. See separate worksheets for auto expenses, home office expenses, equipment and rental property. Deductions for un-reimbursed business expenses must be ordinary and necessary.

Local Transportation Expenses		Miscellaneous Business Expenses	
Auto Rentals		Telephone	
Parking Fees		Cellular Phone	
Tolls		Internet/Website	
Cabs/Limos		Licenses & Dues	
Drivers Tips/Skycap Tips		Education/Seminars/Conferences	
Bus & Train		Research/Books/Subscriptions	
Meal Expenses		Office Furniture/Desk Accessories	
Business Meals		Office Supplies	
Travel Meals		Car Washes/Detailing	
Miscellaneous Business Expenses		Briefcase/Portfolio/Presentation Binders	
Signage/Flyers/Postcards/Newsletters		Organizer/Palm Pilot	
Business Cards/Miscellaneous Printing		Computer Hardware/Software	
Video Home Tour Expense		Referral/Assistant	
Film/Processing		Secretarial/Bookkeeping/Answering Svc	
Postage/Delivery		Staffing Expense	
Advertising and Marketing		Brokerage Desk Fees/Office Fees	
Maid/Cleaning Services		Client Gifts (limit \$25 per person/year)	
Open House Expenses		Memberships/MLS/Cham.of Commerce	
Keys/Lockboxes		Professional Liability Insurance	
Staging Expenses (Flowers, linens, etc.)		Health Insurance	
Doorman/Maintenance Tips			
Floor Plans			

Expense worksheets and tax organizer are provided as an aid to gather information pertinent to preparing your tax return. The expenses listed on these worksheets may or may not be all inclusive of your specific allowed deductions, nor are they necessarily deductible in your field of work. If you are unsure of a specific deduction, please consult with your tax preparer.

I hereby attest that the information provided above is true and correct and is to be used in the preparation of my tax return:

Signature: _____ Date: _____