

## REALTOR DEDUCTIONS

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        |  |
| Business cards        |  |
| Bank charges          |  |
| Clerical              |  |
| Client Gifts          |  |
| Courier Service       |  |
| Fees:                 |  |
| Commissions Paid      |  |
| Escrow/Loan Fees      |  |
| Referrals             |  |
| Film/Processing       |  |
| Flowers/Cards         |  |
| Keys/Locksmith        |  |
| Lock Boxes            |  |
| Map Books             |  |
| Office Expense        |  |
| Open House            |  |
| Rent                  |  |
| Sales Assistants      |  |
| Repairs               |  |
| Signs, Flags, Banners |  |
| Food                  |  |
| Software              |  |
| Photocopying          |  |
| Printing              |  |
| Tools                 |  |
| Stationery            |  |
| Other _____           |  |
| Other _____           |  |
| Total                 |  |

| Professional     |  |
|------------------|--|
| Dues             |  |
| E & O Insurance  |  |
| Legal Fees       |  |
| Licenses         |  |
| Memberships      |  |
| Multiple Listing |  |
| Publications     |  |

| Professional  |  |
|---------------|--|
| Seminars      |  |
| Continuing Ed |  |
| Resumes       |  |
| Other _____   |  |
| Other _____   |  |
| Total         |  |

| Telephone         |  |
|-------------------|--|
| Long Distance     |  |
| Faxes             |  |
| Pay phone         |  |
| Cellular          |  |
| 2nd Line          |  |
| Beeper/Pager      |  |
| Answering Service |  |
| Other _____       |  |
| Other _____       |  |
| Total             |  |

| Equipment      |  |
|----------------|--|
| Attache Case   |  |
| Calculator     |  |
| Desk           |  |
| Camera         |  |
| Chair          |  |
| Filing Cabinet |  |
| Cell Phone     |  |
| Tape Recorder  |  |
| Telephone      |  |
| Other _____    |  |
| Other _____    |  |
| Total          |  |

| Vehicle & Travel                              |
|---|
| See Vehicle, Travel & Entertainment Worksheet |

| Other Information |
|-------------------|
|                   |
|                   |
|                   |

Prepared By:

Executive Tax Service LLC  
 2901 Houma Blvd, Suite 2  
 Metairie LA 70006  
 Tel: (504) 780-0456 Fax: (504) 780-0454  
 executivetaxservice.com