SPECIALTY WORKSHEET for REAL ESTATE AGENTS

In order to maximize your deductions, please complete this form

TAXPAYER _____ TAX YEAR _____

Advertising - Magazines, etc.	
Appraisal Fees	
Auto Equipment Holders	
Automotive Expenses	See Note 4
Bank Charges (Business Account)	
Board Dues	
Board Fees (Not Dues)	
Bookkeeping	
Briefcase	
Bus Tour	
Business Credit Card Annual Fee	
Casual Labor	Attach List
Clipboards	
Commissions - Paid	
Delivery	
Depreciation (from Prior years)	Attach Last Years Tax return
Dues - Professional Societies	
Education - Continuing Education Courses	
Education - Conventions & Seminars	
Emblems for Uniforms	
Entertainment	See Note 3
Equipment Depreciation (From Prior Years)	
Equipment Purchases & Rentals	Attach List
Equipment Repairs	
Finders Fees	
Flashlight (Night Showings)	
Flowers	
Freight	
Gifts ($25 Maximum Per Person - IRS Rule)	Attach List
Housewarming Presents ($25 Maximum / House)	Attach List
Identification Case	
Legal Fees	
License - Renewal Only	
Local Board Dues, State & Nar	
Lock Boxes	
Maps	
Meals	See Note 3
Multiple Listings Dues	
Multiple Listing Fee	
Notary Fees	
Office Supplies	
Outside Services	
Paging Service	
Photography and Photography Supplies	

Pocket Tools	
Postage	
Printing	
Professional Services	
Publications - Books and Manuals	
Publications - Trade Books	
Referral Fees	See Note 1
Repairs on Listed Property	
State Industrial Insurance System - Workman's Comp.	
Stationery Supplies	
Telephone - Answering Service	
Telephone - Cellular Phone Charges	
Telephone - Celluar Phone Purchase	
Telephone - Long Distance Charges	
Telephone - Pay Phone Calls	
Tools	
Transportation Expenses	
Travel Away From Home Overnight	See Note 2
Travel Meals	See Note 2
Travel Mileage	See Note 4
T-Shirt with Emblems	
Uniforms - Dry Cleaning	
Uniforms - Laundry @ $3.00 Per Load	
Uniforms - Required by brokerage	
Utilities	
Workmen's Comp.	

Notes:

(1) Attach a list of expenses (cost & date & purpose)

(2) Attach a list of all travels (locations, cost, date & purpose)

(3) You must keep a log of all meal expenses & receipts

(4) Attach Auto Mileage Log or Complete Auto Expense Worksheet

THE ABOVE EXPENSES ARE ORDINARY AND NECESSARY IN MY LINE OF WORK AS A REAL ESTATE AGENT.

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