

Mr. Money

501A

BUSINESS EXPENSES OF REAL ESTATE SALES PEOPLE

SUPPLIES & EXPENSES

_____ Advertising
_____ Appraisal fees
_____ Attorney fees
_____ Bank charges
_____ Books
_____ Bookkeeping
_____ Business (entertainment) meals
_____ Business cards
_____ Business stationery
_____ Greeting cards
_____ Clerical service
_____ Computer software & supplies
_____ Entertainment
_____ FAX charges
_____ Film and processing
_____ Finders fees
_____ Flowers
_____ Gifts (\$25 limit)
_____ Holiday greeting cards
_____ Housewarming presents (\$25 limit)
_____ Insurance, errors and omissions
_____ Insurance, liability
_____ Keys
_____ Legal and professional services
_____ Lock boxes and locksmith
_____ Map book/GPS fees
_____ Multiple listing service
_____ Office expenses
_____ Open house expenses
_____ Photocopy expense
_____ Postage/overnight delivery
_____ Referral fees
_____ Rent, cleaning and utilities
_____ Repairs to sell listed property
_____ Signs, flags, and banners
_____ Shipping
_____ Stationery
_____ Other: Ink/toner cartridges
_____ Other: CD/DVD media

EQUIPMENT PURCHASES

DATE	AMOUNT	
_____	_____	Answer Machine
_____	_____	Camera ___% of business use, if less than 100%
_____	_____	Cell phone: ___% of business use, if less than 100%
_____	_____	Computer ___% of business use, if less than 100%
_____	_____	Copy machine/FAX machine
_____	_____	Printer ___% of business use, if less than 100%
_____	_____	CD/DVD machine ___% of business use, if less than 100%
_____	_____	Telephone
_____	_____	Other: CD/DVD player ___% of business use, if less than 100%
_____	_____	Other: Business software, firewalls/security

PROF. DUES, FEES, & EXPENSES

_____ Association dues
_____ Board dues
_____ Chamber of commerce/networking
_____ License
_____ Professional subscriptions
_____ Realty board
_____ Technical books
_____ Trade publications
_____ Other: _____

CONTINUING PROF. EDUCATION

_____ Correspondence course fees
_____ Photocopy expense
_____ Registration
_____ Seminar fees
_____ Supplies
_____ Textbooks, audio media
_____ Tuition
_____ On-line course fees
_____ Other: _____

MAINTENANCE & REPAIRS

_____ Computer
_____ Office Equipment
_____ Cell phone/PDA
_____ Camera
_____ Other: _____

TELEPHONE

_____ Answering service
_____ Monthly base rate (only if separate, business phone line)
_____ Pager
_____ Toll calls
_____ Other: FAX charges
_____ Other: Cell calls
_____ Other: Internet fees
_____ Other: Website fees

INCOME

_____ 1099: _____
_____ 1099: _____
_____ Finder's fee: _____
_____ Referral fee: _____

TAXPAYER:

ID#

AUTO TRAVEL

TOTAL MILES	PARKING/TOLLS	PURPOSE
_____	_____	Away from home business (overnight)
_____	_____	Between first and second job
_____	_____	Caravan
_____	_____	Classes
_____	_____	Equipment maintenance
_____	_____	Equipment rental
_____	_____	Handling escrow and loan papers
_____	_____	Meetings
_____	_____	Purchasing supplies and materials
_____	_____	Repairs
_____	_____	Seminars
_____	_____	Showing property to customers
_____	_____	Training
_____	_____	Other: _____
_____	_____	Other: _____
_____	_____	Other: _____

Note: Trips between your home and primary work location and trips between your home and first business stop of the day are not deductible unless you have a qualified "home office."

TRAVEL AWAY FROM HOME OVERNIGHT

TRANSPORTATION		LIST OUT-OF-TOWN TRIPS	
		DATES	BUSINESS PURPOSE
_____	Airfare	_____	_____
_____	Care rental and gas	_____	_____
_____	Parking and tolls	_____	_____
_____	Taxi	_____	_____
_____	Train, bus, subway	_____	_____
_____	Other: _____	_____	_____

MISCELLANEOUS	
_____	Laundry
_____	Lodging
_____	Meals
_____	Porter, bell captain, maid
_____	Fax, copying service
_____	ATM fees
_____	Newspapers, trade magazines
_____	Other: _____

SPECIAL QUESTIONS

Were you reimbursed for any of your business expenses? ___ yes ___ no
 If so, how much were you reimbursed? (List by individual expense category.)

List any equipment you sold that you previously claimed as a business expense:

DATE SOLD	AMOUNT	DESCRIPTION
_____	_____	_____
_____	_____	_____