

# TAX DEDUCTIONS FOR BUSINESS EXECUTIVES AND SMALL BUSINESS

## AUTO TRAVEL (Commuting is not deductible)

Client Meetings (miles)	_____	Continuing Education (miles)	_____
Second Job (miles)	_____	Out of Town Business Trips (miles)	_____
Tolls (\$)	_____	Parking Fees (\$)	_____
Other _____	_____		

## TRAVEL OUT OF TOWN

Airfare & Train	_____	Taxi, Bus & Subway	_____
Bridge & Highway Tolls	_____	Car Rental	_____
Laundry	_____	Lodging (do not combine w/meals)	_____
Parking	_____	Porter, Bell Captain	_____
Telephone Calls (including home)	_____	Other _____	_____

## PROFESSIONAL FEES & DUES

Association & Board Dues	_____	Chamber of Commerce	_____
Licenses	_____	Other _____	_____

## TELEPHONE EXPENSES

Cellular Services	_____	Internet Access	_____
Pager – Paging	_____	Pay Phone	_____
Telephone	_____	Other _____	_____

## CONTINUING EDUCATION

Course & Seminar Fees	_____	Materials Supplies & Text Books	_____
Other _____	_____		

## EQUIPMENT PURCHASES

Calculator	_____	Computer Equipment	_____
Copy Machine	_____	Fax Machine	_____
Pager	_____	Palm Pilot	_____
Telephone	_____	Other _____	_____

## SUPPLIES & EXPENSES

Advertising, Signs, Flags, etc.	_____	Appraisal Fees	_____
Bank Charges	_____	Briefcase	_____
Business Meals	_____	Business Cards	_____
Clerical Services	_____	Computer Software & Supplies	_____
Courier Service	_____	Entertainment (100% of expenses)	_____
Equipment Repair	_____	Film & Processing	_____
Finders & Referral Fees	_____	Gifts & Flowers	_____
Greeting Cards	_____	Insurance (E&O and Liability)	_____
Legal & Professional Services	_____	Lock Boxes, Keys & Locksmith	_____
Map Book	_____	Multiple Listing Services	_____
Office Supplies	_____	Open House Expenses	_____
Printing & Duplicating Expenses	_____	Postage	_____
Rent Repairs to Sell Listed Property	_____	Stationery	_____
Other _____	_____		