

SPECIALTY WORKSHEET for REAL ESTATE AGENTS

In order to maximize your deductions, please complete this form

TAXPAYER _____

TAX YEAR _____

Advertising - Magazines, etc.		Pocket Tools	
Appraisal Fees		Postage	
Auto Equipment Holders		Printing	
Automotive Expenses	See Note 4	Professional Services	
Bank Charges (Business Account)		Publications - Books and Manuals	
Board Dues		Publications - Trade Books	
Board Fees (Not Dues)		Referral Fees	See Note 1
Bookkeeping		Repairs on Listed Property	
Briefcase		State Industrial Insurance System - Workman's Comp.	
Bus Tour		Stationery Supplies	
Business Credit Card Annual Fee		Telephone - Answering Service	
Casual Labor	Attach List	Telephone - Cellular Phone Charges	
Clipboards		Telephone - Cellular Phone Purchase	
Commissions - Paid		Telephone - Long Distance Charges	
Delivery		Telephone - Pay Phone Calls	
Depreciation (from Prior years)	Attach Last Years Tax return	Tools	
Dues - Professional Societies		Transportation Expenses	
Education - Continuing Education Courses		Travel Away From Home Overnight	See Note 2
Education - Conventions & Seminars		Travel Meals	See Note 2
Emblems for Uniforms		Travel Mileage	See Note 4
Entertainment	See Note 3	T-Shirt with Emblems	
Equipment Depreciation (From Prior Years)		Uniforms - Dry Cleaning	
Equipment Purchases & Rentals	Attach List	Uniforms - Laundry @ \$3.00 Per Load	
Equipment Repairs		Uniforms - Required by brokerage	
Finders Fees		Utilities	
Flashlight (Night Showings)		Workmen's Comp.	
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			

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.