SPECIALTY WORK SHEET for REAL ESTATE AGENTS

In order to maximize your deductions, please complete this form.

CLIENT _____ TAX YEAR _____

Advertising - Magazines		Pocket Tools	
Advertising - Other		Postage	
Advertising - Paper		Printing	
Advertising - Signs		Professional Services	
Advertising - Video Accessories		Publications - Books and Manuals	
Advertising - Video Tapes		Publications - Trade Books	
Appraisal Fees		Referral Fees	
Auto Equipment Holders		Repairs on Listed Property	
Bank Charges (Business Account)		State Industrial Insurance System - Workman's Comp.	
Board Dues		Stationery Supplies	
Board Fees		Telephone - Answering Service	
Bookkeeping		Telephone - Cellular Phone Charges	
Briefcase		Telephone - Cellular Phone Purchase	
Bus Tours		Telephone - Long Distance Charges	
Business Credit Card Annual Fee		Telephone - Pay Phone Calls	
Business Mileage @ _____ cents per mile		Tools	
Casual Labor		Transportation Expenses	
Clipboards		Travel Away From Home Overnight	
Commissions - Paid		Travel @ _____ cents per mile	
Commissions - Splits		T-Shirts with Emblems	
Delivery		Uniforms - Dry Cleaning	
Dues - Professional Societies		Uniforms - Laundry @ $1 Per Load	
Educational Miles @ _____ cents per mile		Uniforms - Shirts	
Education - Books		Uniforms - Repairs	
Education - Continuing Education Courses		Uniforms - Pins	
Education - Conventions		Uniforms - Purchases	
Education - Professional Development		Uniforms - Shoes	
Education - Seminars		Uniforms - Ties	
Emblems for Uniforms		Utilities	
Entertainment		Equipment Depreciation (From Prior Years)	
Equipment Rental		Equipment Purchased This Year:	
Equipment Repairs			
Finders Fees			
Flashlight (Night Showings)			
Flowers ($25 Maximum Per Person)			
Freight			
Gifts ($25 Maximum Per Person)			
Housewarming Presents ($25 Maximum Per Person)			
Identification Case			
Legal Fees			
License			
Lock Boxes			
Maps			
Multiple Listing Dues			
Multiple Listing Fee			
Notary Fees			
Office Supplies - Notebooks			
Office Supplies - Other			
Office Supplies - Pens, Pencils			
Outside Services			
Paging Service		**GROSS INCOME:**	
Photography and Photography Supplies			

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

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