

BUSINESS PROFESSIONALS DEDUCTIONS

Name	
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Tax Year	
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The purpose of this worksheet is to help you organize your tax-deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Sales	
Advertising	
Office Supplies	
Business Cards	
Bank Charges	
Clerical	
Client Gifts	
Courier Service	
Software	
Shipping	
Website	
Postage	
Repairs	
Customer List	
Printing	
Other	
Total	
Professional	
Dues	
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
Seminars/Workshops	
Publications	
Continuing Ed	
Resumes	
Internet	
Other	
Total	

Telephone	
2 nd Line	
Cell Phone	
Fax Line	
Other	
Total	

Equipment	
Attache Case	
Desk	
Camera	
Office Chair	
Filing Cabinet	
Other	
Total	

Other Information	