

REALTOR INCOME & EXPENSES

Client: _____

EIN# _____ Tax Year: _____

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.

Income	
Commission Income	
Interest Income	
Other _____	
Other _____	

Operating Expenses	
Advertising and marketing	
Appraisal fees	
Bank charges	
Business W-2 wages (if applicable)	
Cell Phone (_____ % of bus. use)	
Client gifts	
Commissions paid	
Computer and Internet	
Contract Labor	
Food	
Internet	
Keys	
Lock boxes	
Meals	
Office supplies/expenses	
Office Telephone	
Payroll taxes (employer share)	
Referral fees	
Rent (office)	
Repairs and maintenance	
Signs and flags	
Small tools and equipment	
Software	
Utilities	
Other _____	
Other _____	
Other _____	

Professional	
Dues and subscriptions	
Legal fees	
Insurance	
Licenses	
Memberships	
Publications	
Seminars and conferences	
Continuing education	
Other _____	

Equipment > \$2,500	
Camera	
Computer	
Furniture	
Other _____	
Other _____	

Vehicle Expenses (actual or mileage)	
Mileage	
Total miles	
Business miles	
Commuting miles	
Personal miles	
Actual (must be 51% bus. use based on mileage)	
Gas and oil	
Repairs and maintenance	
Tires	
Towing	
Insurance	
License and registration	
Lease payments	
Interest	
Other _____	

Travel Expenses	
Airfare	
Car rental and taxis	
Parking and tolls	
Lodging	
Meals	
Number of days out of town	
Other _____	

Other Information	