

Realtor Worksheet

Client Name:

Tax Year:

Income	
Income (Commissions):	
Income (Other):	

Professional	
Dues	
E&O Insurance	
Legal Fees	
Licenses	
Memberships	
Multiple Listing	
Publications	
Seminars	
Continuing Ed	
Resumes	
Other:	
Other:	
Total:	

Sales	
Advertising	
Appraisal Fees	
Business Cards	
Bank Charges	
Clerical	
Client Gifts	
Courier Services	
Fees:	
Commissions Paid	
Escrow/Loan Fees	
Referrals	
Film / Processing	
Flowers / Cards	
Keys / Locksmith	
Lock Boxes	
Map Books	
Office Expenses	
Open House	
Rent	
Sales Assistants	
Repairs	
Signs / Flags / Banners	
Food	
Software	
Photocopying	
Printing	
Tools	
Stationery	
Other:	
Other:	
Total:	

Telephone	
Faxes	
Pay Phone / Phone Card	
Cellular	
2nd Line	
Beeper / Pager	
Answering Service	
Other:	
Total:	

Equipment	
Briefcase	
Calculator	
Desk / Chair	
Computer / Printer	
Camera	
Filing Cabinet	
Cell Phone	
Tape Recorder	
Telephone	
Other:	
Total:	

Use this worksheet to summarize and organize your tax deductible business expenses. In order to deduct expenses in your trade or business, you must show that the expenses are "ordinary and necessary". Please see the attachment to this worksheet for further details on the deductions.

Vehicle Expenses	
See Auto Worksheet Form on www.jbtax.com	