

General Tax Worksheet - Please email or fax worksheet

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Email: taxes@demoretaxservice.com or Email: demoretaxservice@gmail.com

Income	
Commissions received	
Referral fees	
Interest rec'd - commission carrybacks	
Total income	

Trade Publications	
Seminars	
Other	

Sales Related Expenses	
Advertising	
Appraisal Fees	
Bank Charges	
Business Cards	
Clerical	
Client Promotion	
Commissions paid	
Courier/Postal Service	
Escrow/Loan Fees Paid	
Referral Fees paid	
Flowers/cards	
Meals for clients	
GPS Device	
Lock Boxes/keys/Locksmith	
Map books	
Office Expenses	
Printing/Copying	
Rent	
Repairs	
Sales Assistants	
Signs/Flags/Banners	
Software	
Stationary	
Tools	
Other	

BUSINESS VEHICLE MILEAGE. Use this method if you have a rather new car and you don't spend much on maintenance

Business Miles	
Personal Miles	
Commuting Miles	
Total Miles	
Business Use %	

AUTO EXPENSES – ACTUAL COST METHOD. Use this vehicle method if you have a rather old car and you spend a bit on maintenance:

Gas	
Insurance	
Licenses	
Repairs, Maintenance and Service	
Parking and Tolls	
Registration	
Car washes	
Other:	
Total Auto Expenses	

Communication Related Expenses	
Work Line	
Cell Phone	
Fax	
Professional Related Expenses	
Continuing Education	
Dues	
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
MLS	

Equipment Related Expenses	
Briefcase/Special Handbag	
Calculator	
Camera/Digital equipment	
Computer	
Office Furniture	
Other	

Travel Expenses	
Airfare/Train, etc.	
Car rental and gas	
Dry Cleaning/Laundry	
Lodging	
Meals	
Tolls/Parking	
Taxi/Shuttle/Bus	
Other	