

# Business Professional Deductions

Client: \_\_\_\_\_

ID# \_\_\_\_\_

*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	
Printing	
Business Cards	
Stationary	
Clerical Help	
Client Gifts/Flowers	
Postage	
Courier Service	
Meals & Entertainment	
Hotels	
Airline	
Car Rental	
Bank Charges	
Office Supplies	
Rent	
Photocopying	
Other	

Professional	
Dues	
Liability Insurance	
Certifications	
Licenses	
Legal & Professional	
Taxes	
Memberships	
Publications	
Seminars	
Continuing Education	
Fees	
Other	

Cell Phone	
Total Cell Phone Expense	
What % is Business Use	

Equipment	
Attache Case	
Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Software #1	
Software #2	
Telephone	
Other	
Other	

Other Information	

*Attach Vehicle, Travel, and Home Office Expense Worksheet*