

# \$ederburg & Associates

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## EXPENSE DEDUCTIONS

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.

<b>SALES</b>		<b>PROFESSIONAL</b>	
Advertising		Continuing Education	
Appraisal Fees		Dues	
Bank Charges		E & O Insurance	
Business Cards		Legal Fees	
Clerical		Licenses	
Film/Processing		Meals & Entertainment 100%	
Client Gifts		Memberships	
Courier Service		Multiple Listing	
Fees: Commissions Paid		Publications	
Fees: Escrow/Loan Fees		Resumes	
Fees: Referrals		Seminars	
Auto/Miles		Telephone	
Flowers/Cards		Other	
Food		<b>TOTAL</b>	
Keys/Locksmiths		<b>TELEPHONE</b>	
Lock Boxes		Answering Service	
Map Books		Beeper/Pager	
Office Expense		Cellular	
Open House		Long Distance Faxes	
Photocopying		Computer	
Postage		2nd Line	
Printing		Telephone	
Rent		Other	
Repairs to Sell Listed Property		Copier/Fax	
Sales Assistants		<b>EQUIPMENT</b>	
Signs/Flags/Banners		Camera	
Software		Cell Phone	
Stationary		Chair/Desk	
Tools		Filing Cabinet	
Other		Tape Recorder	
<b>TOTAL</b>		<b>TOTAL</b>	