

# SPECIALTY WORK SHEET for REAL ESTATE AGENTS

In order to maximize your deductions, please complete this form.

CLIENT \_\_\_\_\_

TAX YEAR \_\_\_\_\_

|  |  |  |  |
|--|--|--|--|
| Advertising - Magazines                  |  | Pocket Tools                                     |  |
| Advertising - Other                      |  | Postage  |  |
| Advertising - Paper                      |  | Printing   |  |
| Advertising - Signs                      |  | Professional Services                            |  |
| Advertising - Video Accessories          |  | Publications - Books and Manuals                 |  |
| Advertising - Video Tapes                |  | Publications - Trade Books                       |  |
| Appraisal Fees                           |  | Referral Fees                                    |  |
| Auto Equipment Holders                   |  | Repairs on Listed Property                       |  |
| Bank Charges (Business Account)          |  | State Industrial Insurance System - Workers Comp |  |
| Board Dues                               |  | Stationary Supplies                              |  |
| Board Fees                               |  | Telephone - Answering Service                    |  |
| Bookkeeping                              |  | Telephone - Cellular Phone Charges               |  |
| Briefcase                                |  | Telephone - Cellular Phone Purchase              |  |
| Bus Tours                                |  | Telephone - Long Distance Charges                |  |
| Business Credit Card Annual Fee          |  | Telephone - Pay Phone Calls                      |  |
| Business Mileage @ _____ cents per mile  |  | Tools  |  |
| Casual Labor                             |  | Transportation Expenses                          |  |
| Clipboards                               |  | Travel Away From Home Overnight                  |  |
| Commissions - Paid                       |  | Travel @ _____ cents per mile                    |  |
| Commissions - Splits                     |  | T-Shirts with Emblems                            |  |
| Delivery                                 |  | Uniforms - Dry Cleaning                          |  |
| Dues - Professional Societies            |  | Uniforms - Laundry @ \$1 Per Load                |  |
| Educational Miles @ _____ cents per mile |  | Uniforms - Shirts                                |  |
| Education - Books                        |  | Uniforms - Repairs                               |  |
| Education - Continuing Education Courses |  | Uniforms - Pins                                  |  |
| Education - Conventions                  |  | Uniforms - Purchases                             |  |
| Education - Professional Development     |  | Uniforms - Shoes                                 |  |
| Education - Seminars                     |  | Uniforms - Ties                                  |  |
| Emblems for Uniforms                     |  | Utilities  |  |
| Entertainment                            |  | Equipment Depreciation (From Prior Years)        |  |
| Equipment Rental                         |  | Equipment Purchased This Year:                   |  |
| Equipment Repairs                        |  |  |  |
| Finders Fees                             |  |  |  |
| Flashlight (Night Showings)              |  |  |  |
| Flowers (\$25 Maximum Per Person)        |  |  |  |
| Identification Case                      |  |  |  |
| Legal Fees                               |  |  |  |
| License                                  |  |  |  |
| Lock Boxes                               |  |  |  |
| Maps                                     |  |  |  |
| Multiple Listing Dues                    |  |  |  |
| Multiple Listing Fee                     |  |  |  |
| Notary Fees                              |  |  |  |
| Office Supplies - Notebooks              |  |  |  |
| Office Supplies - Other                  |  |  |  |
| Office Supplies - Pens, Pencils          |  |  |  |
| Outside Services                         |  |  |  |
| Paging Service                           |  |  |  |
| Photography and Photography Supplies     |  |  |  |
|  |  |  |  |
|  |  | <b>GROSS INCOME:</b>                             |  |

THE ABOVE EXPENSES ARE ORDINARY AND NECESSARY IN MY LINE OF WORK AS A REAL ESTATE AGENT.