

## Sales Representative Deductions

ID# \_\_\_\_\_ Client: \_\_\_\_\_ Tax Year: \_\_\_\_\_

This worksheet is to help you organize your business deductible expenses. Only "ordinary and necessary" expenses can be labeled as tax deductible. Please do not include any expenses that have been reimbursed or expected to be reimbursed

Equipment Purchases	
Cell Phone (business use)	
Copy / Fax Machine	
Computer / Laptop	
Other: _____	
<b>Total</b>	

Supplies & Expenses	
Accounting, Bookkeeping Fees	
Advertising	
Bank Charges	
Business Cards	
Business Meals & Entertainment	
Clerical Services	
Computer Software	
Entertainment (enter All expenses)	
Equipment Repair	
Gifts (\$25 per person max)	
Legal & Professional Services	
Office Supplies & Expenses	
Photocopy Expense	
Postage & Shipping	
Rent	
Trade Publications	
<b>Total</b>	

Miscellaneous Expense	
Liability Insurance - Business	
Subscriptions	
Professional Subscriptions	
Resume	
<b>Total</b>	

Auto Travel	
Parking Fees	
Tolls	
<b>Total</b>	

Supplies	
Airfare	
Bus, Train, Subway & Taxi	
Bridge & Highway Tolls	
Car Rental	
Laundry	
Lodging	
Melals	
Other: _____	
<b>Total</b>	

Professional Fees & Dues	
Association Dues	
License	
Union Dues	
<b>Total</b>	

Telephone Expenses	
Cell Phone	
Fax	
Professional Subscriptions	
<b>Total</b>	

Continuing Education	
Correspondence Course Fees	
Course Registration	
Materials & Supplies	
Photocopy Expense	
Reference Materials	
Seminar Fees	
Textbooks	

Other Information	

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