

# Business Professional Deductions

Client: \_\_\_\_\_ Tax Year: \_\_\_\_\_ Preparer: \_\_\_\_\_

Miscellaneous	
Business Cards	\$
Clerical	\$
Computer Supplies	\$
Customer Lists	\$
Gifts	\$
Office Supplies	\$
Postage	\$
Photocopying	\$
Printing	\$
Repairs	\$
Shipping	\$
Stationery	\$
	\$
	\$

Professional	
Dues, Union	\$
Dues, Professional	\$
E&O Insurance	\$
Legal & Professional	\$
Licenses	\$
Memberships	\$
Publications	\$
Seminars	\$
Continuing Education	\$
Resumes	\$
	\$
	\$

<b>Vehicle &amp; Travel</b>
See "Vehicle, Travel & Entertainment" Worksheet

Telephone	
Long Distance	\$
Faxes	\$
Pay Phone	\$
Cellular	\$
Second Line	\$
Beeper/Pager	\$
Answering Service	\$
	\$

Equipment Bought / Sold		
Calculator	\$	Bought:
		Sold:
Camera	\$	Bought:
		Sold:
Computer	\$	Bought:
		Sold:
Desk	\$	Bought:
		Sold:
Chair	\$	Bought:
		Sold:
Filing Cabinet	\$	Bought:
		Sold:
Cell Phone	\$	Bought:
		Sold:
Fax Machine	\$	Bought:
		Sold:
Software	\$	Bought:
		Sold:
Telephone	\$	Bought:
		Sold:
	\$	Bought:
		Sold:
	\$	Bought:
		Sold: