

Tax Deductions for Sales Representative Professionals

Use this form to summarize and organize your tax deductible business expenses. In order to deduct expenses in your trade or business, you must show that the expenses are "ordinary and necessary." An ordinary expense is one which is customary in your particular line of work. A necessary expense is one which is appropriate, but not necessarily essential in your business. The application of these terms to you relies heavily on the "facts and circumstances" of your unique situation. A business expense deduction must also take into account any reimbursement you have received, or could have received for that expense from your employer or another source.

Auto Travel	
Between Jobs or Job Locals (mi)	
Client Meetings (mi)	
Continuing education (mi)	
Job Seeking (mi)	
Out of Town Business Trips (mi)	
Prchsg Job Supplies & Mtrls (mi)	
Professional Society Mtgs (mi)	
Parking Fees (\$)	
Tolls (\$)	
Other _____	

Travel Out of Town	
Airfare & Train	
Taxi, Bus & Subway	
Bridge & Highway Tolls	
Car Rental	
Laundry	
Lodging (do not combine with meals)	
Meals (do not combine with lodging)	
Parking	
Porter, Bell Captain	
Taxi	
Telephone	
Train	
Other _____	

Professional Fees & Dues	
Association Dues	
License	
Union Dues	
Other _____	

Continuing Education	
Correspondence Course Fees	
Materials & Supplies	
Photocopy Expense	
Seminar Fees	
Textbooks - Reference Mat'l	
Other _____	

Equipment Purchases	
Answering Machine	
Calculator	
Copy - Fax Machine	
Telephone - Pager	
Other _____	

Telephone Expenses	
Cellular Calls	
FAX Transmissions	
Paging Service	
Pay Phone	
Toll Calls	
Other _____	

Supplies & Misc. Expenses	
Advertising	
Bank Charges	
Bookkeeping	
Business Meals (100% of expense)	
Business Cards	
Clerical Service	
Computer Supplies	
Customer Lists	
Entertainment (100% of expense)	
Equipment Repair	
Gifts	
Greeting Cards	
Legal & Professional Services	
Office Expenses	
Photocopy Expense	
Postage	
Rent	
Resume	
Shipping	
Trade Associations	
Trade Publications & Map Book	
Other _____	