



# INTRODUCTION

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 that is customary in your particular line of work. A necessary expense is one that 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.

## PROFESSIONAL FEES & DUES:

Association Dues	
Chamber of Commerce	
License	
Realty Board	
Other: _____	
Other: _____	

## OUT-OF-TOWN TRAVEL:

Airfare	
Bridge & Highway Tolls	
Bus & Subway	
Car Rental	
Laundry	
Lodging (do not combine with meals)	
Meals (do not combine with lodging)	
Parking	
Porter, Bell Captain	
Taxi, Uber, Lyft & similar	
Telephone Calls (including home)	
Train	
Other: _____	

## AUTO TRAVEL:

Client Meetings (mi)	
Continuing Education (mi)	
Escrow & Loan Office Trips (mi)	
Out-of-Town Business Trips (mi)	
Showing Property (mi)	
Parking Fees (\$)	
Tolls (\$)	
Other: _____	
Other: _____	

## COMMUNICATION EXPENSES:

Cellular Service	
Fax Transmissions	
Paging Service	
Phone Card	
Toll Calls	
Internet Access	
Other: _____	

## CONTINUING EDUCATION:

Correspondence Course Fees	
Materials, Supplies & Textbooks	
Seminar Fees	
Other: _____	
Other: _____	
Other: _____	

## EQUIPMENT PURCHASES:

Answering Machine	
Calculator	
Camera	
Computer Equipment	
Copy Machine, Printer	
Fax Machine	
Pager	
Recorder	
Telephone	
Other: _____	
Other: _____	
Other: _____	
Other: _____	

## SUPPLIES & OTHER EXPENSES:

Advertising, Signs, Flags & Banners	
Appraisal Fees	
Attorney Fees	
Bank Charges	
Briefcase	
Business Meals (enter 100% of expense)	
Business Cards	
Clerical Service	
Computer Software & Supplies	
Courier Service	
Entertainment (enter 100% of expense)	
Equipment Repair	
Fax Supplies	
Film & Processing	
Finder's Fees	
Gifts & Flowers (max. \$25 per person per year)	
Greeting Cards	
Insurance - Errors & Omission and Liability	
Legal & Professional Services	
Lockboxes, Keys & Locksmith	
Map Book	
Multiple Listing Service	
Office Expenses	
Open House Expenses	
Photocopy & Printing Expenses	
Postage	
Referral Fees	
Rent	
Repairs to Sell Listed Property	
Shipping	
Stationery	
Other: _____	