

Tax Deductible Occupational Checklist Attorneys

Professional Fees & Dues

Association Dues..... _____
 Credentials _____
 License _____
 Professional Associations..... _____
 Union Dues..... _____
 Other: _____

Continuing Education

Correspondence Course Fees _____
 Course Registration..... _____
 Continuing Professional Education _____
 Materials & Supplies _____
 Photocopy Expense..... _____
 Reference Material _____
 Research Expenses _____
 Seminar Fees _____
 Textbooks _____
 Other: _____

Telephone Expenses

Cellular Services..... _____
 FAX Transmissions..... _____
 On-Line Services _____
 Paging Services _____
 Toll & Pay Calls _____
 Other: _____

Auto Travel (In miles)

Court Appearances _____
 Client Meetings _____
 Continuing Professional Education _____
 Out of Town Business Trips _____
 Parking Fees and Tolls (\$) _____
 Practice Development _____
 Professional Society Meetings _____
 Purchasing Job Supplies & Materials .. _____
 Other: _____

Miscellaneous Expenses

Liability Insurance - Business..... _____
 Resume' _____
 Subscriptions _____
 Other: _____

Supplies & Expenses

Accounting & Professional Services _____
 Briefcase & Business Cards _____
 Business Meals -
 (enter 100% of expenses) _____
 Clerical Service & Paralegal _____
 Computer Software & Supplies _____
 Computer Supplies _____
 Entertainment (enter 100%) _____
 Equipment Repair _____
 FAX Supplies _____
 Filing Fees _____
 Firm Meetings..... _____
 Gifts & Greeting Cards..... _____
 Lexus/Nexus & other On-Line Charges _____
 Library & Research Costs..... _____
 Marketing & Practice Development _____
 Office & Stationary Expenses..... _____
 Photocopy Expenses..... _____
 Postage & Shipping _____
 Technical Publications _____
 Other: _____

Equipment Purchases

Computers and Printers _____
 Cellular Phone _____
 FAX Machine, Calculator, and Copier _____
 Modems and Computer Peripherals.... _____
 Pager, Recorder, and Phone _____
 Other: _____

Travel - Out of Town

Airfare _____
 Car Rental, Taxi, Bus, Train, & Subway _____
 Lodging (do not combine with meals) _____
 Meals (enter 100%) _____
 Parking and Tolls _____
 Porter, Bell Captain, and Laundry _____
 Telephone Calls (including home)..... _____
 Other: _____