

Tax Deductible Occupational Checklist Executives and Business Professionals

Professional Fees & Dues

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

Continuing Education

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

Telephone Expenses

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

Auto Travel (In miles)

Between Jobs or Locations _____
 Client Meetings _____
 Continuing Education _____
 Job Seeking..... _____
 Out of Town Business Trips _____
 Parking Fees and Tolls (\$) _____
 Professional Society Meetings _____
 Purchasing Job Supplies & Materials .. _____
 Other: _____

Miscellaneous Expenses

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

Supplies & Expenses

Briefcase _____
 Business Meals -
 (enter 100% of expenses) _____
 Business Cards _____
 Clerical Services..... _____
 Computer Software..... _____
 Computer Supplies _____
 Customer Lists _____
 Entertainment -
 (enter 100% of expense)..... _____
 Equipment Repair _____
 FAX Supplies _____
 Gifts & Greeting Cards..... _____
 Legal & Professional Services _____
 Office Expenses _____
 On-Line Charges _____
 Photocopy Expenses..... _____
 Postage _____
 Shipping..... _____
 Stationery _____
 Technical Publications _____
 Other: _____

Equipment Purchases

Cellular Phone _____
 Computer and Printers..... _____
 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 (do not combine with lodging) _____
 Parking & Tolls _____
 Porter, Bell Captain, & Laundry _____
 Telephone Calls (including home)..... _____
 Other: _____