

Tax Deductible Occupational Checklist Outside Sales

Professional Fees & Dues

Association Dues..... _____
 License..... _____
 Union Dues..... _____
 Other: _____

Continuing Education

Correspondence Course Fees _____
 Course Registration..... _____
 Materials & Supplies _____
 Photocopy Expense..... _____
 Reference Material _____
 Textbooks & Seminar Costs _____
 Motivational Tapes _____
 Other: _____

Telephone Expenses

Cellular Phone Charges _____
 FAX Transmissions..... _____
 Paging Service _____
 Pay Phone _____
 Toll Calls _____
 Other: _____

Auto Travel (Mileage)

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

Miscellaneous Expenses

Liability Insurance - Business..... _____
 Books & Magazine Subscriptions _____
 Professional Subscriptions _____
 Resumé _____

Supplies & Expenses

Advertising _____
 Bank Charges _____
 Bookkeeping..... _____
 Business Meals (100% of expense)..... _____
 Business Cards & Printing _____
 Clerical Services & Software _____
 Computer Service & Supplies..... _____
 Entertainment (50% deductible) _____
 Data Base and Sales Lead Lists _____
 Equipment Repair _____
 FAX Supplies _____
 On-Line Service Charges _____
 Gifts & Greeting Cards..... _____
 Legal & Professional Services _____
 Office Expenses _____
 Photocopy Expense..... _____
 Postage _____
 Rent _____
 Shipping..... _____
 Trade Publication & Map Book _____
 Other: _____

Equipment Purchases

Answering Machine _____
 Calculator _____
 FAX Machine _____
 Pager & Telephone _____
 Computers & Printers..... _____
 Other: _____

Travel - Out Of Town

Airfare _____
 Car Rental _____
 Parking & Tolls (\$) _____
 Taxi, Train, Bus, & Subway _____
 Lodging (do not include meals) _____
 Meals (do not include lodging) _____
 Porter, Bell Captain _____
 Laundry _____
 Telephone _____
 Other: _____