



Attorneys Deduction Checklist

Professional Fees & Dues

Association Dues _____
 Credentials _____
 License _____
 Professional Associations _____
 Union Dues _____

Continuing Education

Continuing Professional Education _____
 Course Registration _____
 Reference Material _____
 Research Expense _____
 Seminar Fees _____
 Textbooks _____

Supplies & Expenses

Accounting & Professional Services _____
 Briefcase & Business Cards _____
 Business Gifts (\$25 limit per client) _____
 Business Meals & Entertainment _____
 Computer Software & Supplies _____
 Dues & Subscriptions _____
 Equipment Maintenance/Repair _____
 Filing Fees _____
 Firm Meetings _____
 Health Insurance _____
 Lexus/Nexus & other On-line Charges _____
 Marketing & Practice Development _____
 Outside Services/Contractors _____
 Photocopy Expense _____
 Postage & Shipping _____
 Other Office Expense/Supplies _____

Telephone Expenses

Cell Phone _____
 Fax Line _____
 Land Line _____

Equipment Purchases

Computers & Printers _____
 Fax Machine, Calculator, Copier _____
 Modems & Computer Peripherals _____

Auto Travel

Auto Repairs _____
 Gas _____
 Lease Payments _____
 License & Fees _____
 Parking Fees & Tolls _____
 Business Miles Driven _____
 Personal Miles Driven _____

Travel - Out of Town

Airfare _____
 Car Rental, Taxi, Bus, Train, Subway _____
 Lodging _____
 Meals _____
 Parking & Tolls _____
 Porter, Maid, & Laundry _____

Miscellaneous Expenses

Liability Insurance - Business _____

Other: _____