



## Computer & High-Tech Deduction Checklist

**Professional Fees & Dues**

Association Dues \_\_\_\_\_  
 Credentials \_\_\_\_\_  
 License \_\_\_\_\_  
 Professional Associations \_\_\_\_\_

**Continuing Education**

Course Registration \_\_\_\_\_  
 Reference Material \_\_\_\_\_  
 Research Expenses \_\_\_\_\_  
 Seminar Fees \_\_\_\_\_  
 Textbooks \_\_\_\_\_

**Telephone Expenses**

Cell Phone/Telephone \_\_\_\_\_  
 Fax Line \_\_\_\_\_  
 Internet Access (Cable, DSL, etc) \_\_\_\_\_

**Equipment Purchases**

Cell Phone \_\_\_\_\_  
 Desktop Computers & Printers \_\_\_\_\_  
 Fax Machine, Palm Pilot, & Copier \_\_\_\_\_  
 Landline \_\_\_\_\_  
 Modems & Computer Peripherals \_\_\_\_\_  
 Notebook Computer \_\_\_\_\_

**Travel - Out of Town**

Airfare \_\_\_\_\_  
 Car Rental, Taxi, Bus, Train & Subway \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Meals \_\_\_\_\_  
 Parking & Tolls \_\_\_\_\_  
 Porter, Bell Captain & Laundry \_\_\_\_\_

**Auto Travel**

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

**Supplies & Expenses**

Bank Fees \_\_\_\_\_  
 Briefcase & Laptop Case \_\_\_\_\_  
 Business Cards \_\_\_\_\_  
 Business Gifts (\$25 per client max) \_\_\_\_\_  
 Business Meals & Entertainment \_\_\_\_\_  
 Clerical & Bookkeeping Service \_\_\_\_\_  
 Computer Software \_\_\_\_\_  
 Computer Supplies \_\_\_\_\_  
 Customer Lists & Database Costs \_\_\_\_\_  
 Development Costs \_\_\_\_\_  
 Equipment Repair/Maintenance \_\_\_\_\_  
 Health Insurance \_\_\_\_\_  
 ISP & Internet Access \_\_\_\_\_  
 Legal & Professional Services \_\_\_\_\_  
 Networking Expenses \_\_\_\_\_  
 Office, Stationary & Fax Supplies \_\_\_\_\_  
 Postage & Shipping \_\_\_\_\_  
 Sub-Contractor Labor \_\_\_\_\_  
 Website Development Costs \_\_\_\_\_

**Miscellaneous Expenses**

Domain Name & Registration Fees \_\_\_\_\_  
 Dues & Subscriptions \_\_\_\_\_  
 Liability Insurance - Business \_\_\_\_\_

**Other:** \_\_\_\_\_  
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