



Executive & Business Deduction Checklist

Professional Fees & Dues

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

Telephone Expenses

Cell Phone _____
 FAX Line _____
 Landline _____
 Paging Service _____

Supplies & Expenses

Bank Fees _____
 Briefcase _____
 Business Cards _____
 Business Gifts (\$25 limit per client) _____
 Business Meals & Entertainment _____
 Clerical Service _____
 Computer Software _____
 Computer Supplies _____
 Customer Lists _____
 Equipment Repair _____
 FAX Supplies _____
 Legal & Professional Services _____
 Office Expenses/Supplies _____
 On-Line Charges _____
 Photocopy Expenses _____
 Postage _____
 Shipping _____
 Stationary _____

Continuing Education

Course Registration _____
 Materials & Supplies _____
 Reference Material _____
 Seminar Fees _____
 Technical Publications _____
 Textbooks _____

Equipment Purchases

Cell Phone _____
 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

Dues & Subscriptions _____
 Liability Insurance - Business _____

Other: _____
