



Outside Salespeople Deduction Checklist

Auto Travel

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

Travel - Out of Town

Airfare _____
 Bus & Subway _____
 Car Rental _____
 Lodging _____
 Meals _____
 Parking & Tolls _____
 Porter, Bell Captain _____
 Taxi _____
 Telephone _____
 Train _____

Equipment Purchases

Answering Machine _____
 Calculator _____
 Cell Phone/Telephone _____
 Computers & Printer _____
 FAX Machine _____

Educational Costs

Course Registration _____
 Motivational Tapes _____
 Photocopy Expense _____
 Reference Material _____
 Textbooks & Seminar Costs _____

Other:

Supplies & Expenses

Advertising _____
 Bank Charges _____
 Bank fees _____
 Bookkeeping _____
 Business Cards & Printing _____
 Business Gifts (\$25 per client max) _____
 Business Meals & Entertainment _____
 Clerical Services & Software _____
 Computer Service & Supplies _____
 Database & Sales Lead Lists _____
 Equipment Repair _____
 Internet Charges _____
 Legal & Professional Services _____
 Office Expenses _____
 Office Supplies _____
 Photocopy Expense _____
 Postage _____
 Rent _____
 Shipping _____
 Trade Publication & Map Book _____

Professional Fees & Dues

Accounting _____
 Association Dues _____
 License _____
 Union Dues _____

Telephone Expenses

Cell Phone/Telephone _____
 Fax Line _____

Miscellaneous Expenses

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