



Retail 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 _____
- Car Rental, Taxi, Bus, Train, Subway _____
- Lodging _____
- Meals _____
- Parking & Tolls _____
- Porter, Maid, & Laundry _____
- Telephone Calls (including home) _____

Professional Fees & Dues

- Association Dues _____
- Chamber of Commerce _____
- License Fees _____
- Realty Board _____

Equipment Purchases

- Answering Machine _____
- Calculator _____
- Computers & Printer _____
- FAX Machine _____
- Telephone _____

Other:

Supplies & Expenses

- Advertising _____
- Bank Charges _____
- Business Cards & Printing _____
- Business Gifts (\$25 per client max) _____
- Business Meals & Entertainment _____
- Clerical Services & Software _____
- Computer Service & Supplies _____
- Cost of Items Sold _____
- Database & Sales Lead Lists _____
- Equipment Repair _____
- Internet Fees _____
- Legal & Professional Services _____
- Office Expenses _____
- Outside Services/Contractors _____
- Photocopy Expense _____
- Postage _____
- Rent _____
- Shipping _____
- Subscriptions _____
- Other Supplies _____

Telephone Expenses

- Cell Phone _____
- FAX Line _____
- Landline _____

Miscellaneous

- Liability Insurance _____
- Workers Comp. Insurance _____