

South Beach Tax & Financial Services

Travel Agent/Agency Work Sheet

Name _____ Tax Year _____

Check Applicable Status	GO TO :	if self-employed: The business/Activity Code is 561500 (Enter in Sch. C, item B)	TABLE A	
Self-Employed <input type="radio"/>	▶ Table C below		For employee expenses only	
Employee <input type="radio"/>	▶ Table C & A Below		The expense captions below are in addition to those in Table C, and are not to be used for the self-employed as they are included in Schedule C or on W/S C-1	
TABLE C			DESCRIPTION	AMOUNT
<p>*For Self employment , the expense captions below are an expansion of, a supplement to, Sch. C and W/S C-1. Use Sch. C and W/S C-1 FIRST and then supplement with this Worksheet. Enlarge the scope of the interview here. DO NOT repeat any of the expenses captioned on Sch. C or on W/S C-1. Carry to Sch. C as shown below.</p> <p>* For an employee, the expense captions below are to be used whenever applicable, and the total will carry to TABLE A as shown below.</p>			Advertising	
			Alarm service-burglaries, fire, etc.	
DESCRIPTION			AMOUNT	
Accreditation/Appointment			Answering service	
Bon voyage gifts/welcome home notes			Bank service charges	
Complimentary items to Customers- Voucher or passport holders/Travel bags/ Luggage tags/Info. booklets (tipping, etc.)/ Currency conversion charts			Clerical services/Public stenographer	
			Contract services/Outside services	
Consortiums/Cooperatives-ASTA, ARTA, GIANT, Woodside, Hickory associates			Credit Card membership	
"Fam" (familiarization) trips			Delivery/Freight/Express	
"In-bound" travel, unusual costs, contact in other region			Educational expenses A-16	
"International" clocks Manuals/Guides - OAG, OHRG, ARC			Employment seeking expenses A-17	
Hotel and Travel Index			Entertainment/Meals (see A-20)	
Messenger/Courier Service			Equipment rental	
"Outside" Agents, unusual costs Postage/ Mailing/Overnight-Tickets/Brochures			Gifts (Requires W/S TC-10)	
			Insurance	
Newsletters-MCO's (to suppliers)			Internet/DSL/Cable fees	
Reference books/Maps/Atlases(non-depreciable)			Meetings & Conventions M-1	
"Res" Systems- Airline/Computer ticketing fees Seminars/Shows/Group presentations to potential customers			Occupational license renewals	
			Postage/FedEx/UPS	
Subscriptions-"Travel weekly", "Travel Trade", "Travel Agent", "Travel and Leisure"			Printing/Reproduction/Copies	
Telephone-long distance, to arrange			Professional dues and expenses M-1	
Other:			Rent on business property (not home)	
			Repairs to equipment	
			Security/Patrol Services/Watchdog	
			Seminars and workshops M-1	
			Subcontracts	
			Supplies office and general	
			Telephone, pager, fax, etc A-9	
			Trade/Technical Books/ Publications/ Periodicals/Tools/Supplies A-10	
			Uniforms A-11	
			Utilities (other than home office)	
			Other:	
			Other:	
			Other:	
Subtotal, for an Employee, Carry to TABLE A----->			----->SUBTOTAL FROM TABLE C----->	
TOTAL	for Self-Employed to Sch. C, line 48 Describe as "From W/S C-12"		Amount from W/S A-99, column A A-99	
			TOTAL for Employee to Form 2106, line 4	
DEDUCTIBLE MILEAGE (not commuting) (requires W/S TC-10)			MILES	
Travel To: Customer site			Enter Reimbursement from accountable plans, if any, on Form 2106. DO NOT net against expenses here.	
"In-plant" office				
Seasonal product launch presentations			OTHER TRANSPORTATION COSTS (not commuting)	
Other:			AMOUNT	
			Taxicab, Bus, Subway, etc.	
			Tolls, Parking	
TOTAL To W/S A-32 <input type="radio"/> or Form 2106 <input type="radio"/>			Total To Form 2106, line 2 or Sch. C, line 48	