

# AUTOMOBILE SALESPERSON DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year \_\_\_\_\_

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

| Sales Expenses                |  |
|-------------------------------|--|
| Advertising                   |  |
| Agency Charges                |  |
| Bank Charges                  |  |
| Batteries - Pager, Flashlight |  |
| Business Cards                |  |
| Clerical                      |  |
| Client Gifts                  |  |
| Commission                    |  |
| Courier Service               |  |
| Customer Refreshments         |  |
| Entertainment, Tickets        |  |
| Film/Processing               |  |
| Flashlight                    |  |
| Flowers/Cards                 |  |
| Food & Beverages              |  |
| Gasoline, Customer's Vehicle  |  |
| Office Expense                |  |
| Postage                       |  |
| Printing                      |  |
| Promotional Items             |  |
| Referrals                     |  |
| Repairs                       |  |
| Sales Assistants              |  |
| Sales Inducements             |  |
| Signs, Flags, Banners         |  |
| Stationery                    |  |
| Support Shoes & Hosiery       |  |
| Team Sales Incentives         |  |
| Tips - Lot Porters & Detailer |  |
| Tools                         |  |
| Travel - Overnight            |  |
| Uniforms - Dealer Required    |  |
| Washes/Waxes, Customer        |  |
| Other _____                   |  |
| Other _____                   |  |
| Total                         |  |

| Vehicle & Travel                              |  |
|---|--|
| See Vehicle, Travel & Entertainment Worksheet |  |

| Professional    |  |
|-----------------|--|
| Continuing Ed   |  |
| Dues            |  |
| E & O Insurance |  |
| Legal Fees      |  |
| Licenses        |  |
| Memberships     |  |
| Publications    |  |
| Resumes         |  |
| Seminars        |  |
| Other _____     |  |
| Other _____     |  |
| Other _____     |  |
| Total           |  |

| Equipment    |  |
|--------------|--|
| Attache Case |  |
| Calculator   |  |
| Camera       |  |
| Cell Phone   |  |
| Telephone    |  |
| Pager        |  |
| Other _____  |  |
| Other _____  |  |
| Total        |  |

| Telephone      |  |
|----------------|--|
| Cellular Phone |  |
| Long Distance  |  |
| Pay Phone      |  |
| Other _____    |  |
| Total          |  |

| Other Information |  |
|-------------------|--|
|                   |  |
|                   |  |
|                   |  |