



INCOME

Gross Income

\$ _____



By signing above, I acknowledge the amounts shown on this worksheet were provided by myself and are a true and accurate representation of my deductions / expenses this year.

EXPENSES

Advertising

- Business Cards \$ _____
- Graphic Design \$ _____
- Media Ads \$ _____
- Printed Materials \$ _____
- Signs/Installation \$ _____

Commission & Fees

Referral Fees \$ _____

Contract Labor

(1099-Misc) \$ _____

Depreciation

- Camera Equipment \$ _____
- Computer Equipment \$ _____
- Computer Software \$ _____
- Equipment \$ _____
- Furniture \$ _____
- GPS Unit \$ _____
- Office Equipment \$ _____
- Phone Equipment \$ _____

Employee Benefits

\$ _____

Insurance

- General Liability \$ _____
- E & O Insurance \$ _____

Health Insurance

\$ _____

Interest

- Bus. Loan Interest \$ _____
- Vehicle Loan Interest \$ _____

Legal & Professional

- Accounting \$ _____
- Attorney \$ _____
- Consulting \$ _____

Office Expenses

- Cleaning Service \$ _____
- Misc Services \$ _____

Rent Expenses

- Brokerage Rent \$ _____
- Equipment Rental \$ _____
- Storage Rental \$ _____

Repairs & Maintenance

\$ _____

Supplies

General Supplies \$ _____

- Office Supplies \$ _____
- Photocopying \$ _____

Taxes & Licenses

- Business License \$ _____
- Permits \$ _____
- Realtor Assoc Dues \$ _____
- REO Affiliation \$ _____

Travel Expenses

- Airfare \$ _____
- Car Rental \$ _____
- Hotel \$ _____
- Taxis, Shuttles \$ _____
- Parking & Tolls \$ _____

Meals & Entertainment

\$ _____

Utilities (commercial)

- Electricity \$ _____
- Gas \$ _____
- Sewer \$ _____
- Trash \$ _____
- Water \$ _____

Employee Gross Wages

\$ _____

Other Expenses

- Alarm & Security \$ _____
- Bank/Merchant Fees \$ _____

- Cable & Internet \$ _____
- Cell Phone \$ _____
- Credit Checks \$ _____
- Continuing Education \$ _____
- Conventions & Seminars \$ _____
- Educational Materials \$ _____
- Fax & E-Fax \$ _____
- Film & Processing \$ _____
- Gifts (limit \$25/client) \$ _____
- HOA Doc Fees \$ _____
- Lockboxes \$ _____
- Memberships \$ _____
- Open House Expenses \$ _____
- Postage & Shipping \$ _____
- Professional Society Dues \$ _____
- Research Materials \$ _____
- Subscriptions \$ _____
- Telephone \$ _____
- Uniform & Dry Cleaning \$ _____
- Union Dues \$ _____
- Web App Subscriptions \$ _____
- Misc \$ _____
- Misc \$ _____

VEHICLE EXPENSES

Keep a mileage log!

Date, place, description, miles.
Note beginning and year-end mileage



Vehicle #1

Vehicle #2

- | | | |
|------------------------|----------|----------|
| Date placed in service | _____ | _____ |
| Year, Make & Model | _____ | _____ |
| Purchase Price | \$ _____ | \$ _____ |
| Total Lease Payments | \$ _____ | \$ _____ |
| Total Personal Miles | _____ | _____ |
| Total Business Miles | _____ | _____ |
| Fuel | \$ _____ | \$ _____ |
| Maintenance | \$ _____ | \$ _____ |
| Insurance | \$ _____ | \$ _____ |
| Registration | \$ _____ | \$ _____ |



HOME OFFICE

Home office deductions are only allowed when you show a profit on your business

- | | | | |
|---------------------------|----------|-----------------|----------|
| Entire Home sqft | _____ | Repairs | \$ _____ |
| Office sqft | _____ | Total Utilities | \$ _____ |
| Mortgage Interest or Rent | \$ _____ | Pest Control | \$ _____ |
| Real Estate Taxes | \$ _____ | Security | \$ _____ |
| Purchase Price | \$ _____ | HOA | \$ _____ |
| Insurance | \$ _____ | Misc. | \$ _____ |