

**INCOME**

Gross Income

\$ _____

EXPENSES

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.

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.	\$ _____