E File Group, inc
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SPECIALTY WORKSHEET for AUTOMOBILE SALESPERSONS
In order to maximize your deductions, please complete this form

TAXPAYER _____ **TAX YEAR _____**

Advertising (Print/ Radio/ TV)		Promotional Items	
Agency Charges for F&I & Trades		Rental Cars **(For Clients)**	
Agency Charges for Promo Items		Rental Cars **(You Used)**	
Banner & Flags		Sales Inducements	
Batteries, Pager & Flashlight		Seminars	
Beverages, Coffee & Sodas		Small Tolls	
Business Cards		Stationary	
Charge Backs, Commission		Support Hosiery	
Charge Back, Warranties		Support Shoes	
Cleaning Equipment		Teams Sales Incentives	Attach List
Commission Splits		Telephone **(Business Use)**	Attach List
Courtesy Reconditioning		Telephone, Cellular Air Time	Attach Log book
Entertainment, Meals **(Tab Picked-Up)**	Attach List	Thank You, Birthday & Other Cards	
Entertainment, Meals **(You Attended)**	Attach List	Tips **(Lot Porters & Detailers)**	
Entertainment, Tickets **(Given Away)**		Travel **(Overnight)**	
Entertainment, Tickets **(You Attended)**		Travel Meals	
Flashlight		Travel Mileage	
Gasoline, Client's Vehicle		Uniforms **(Dealer Required)**	
License, Renewal (Auto Sales)		Union Dues	
License, Drivers Renewal		Washes, Waxes & Polish **(Client & Demo Cars)**	
Pager, Rental & Air Time Fees		Other Items:	
Pens & Pencils		**List Below (Include Date of Purchase & Cost)**	
Postage			
Printing Flyers			