E File Group, inc

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SPECIALTY WORKSHEET for REAL ESTATE AGENTS

In order to maximize your deductions, please complete this form

Taxpayer _____ **Tax Year** _____

Advertising - Magazines, etc.	
Appraisal Fees	
Automotive Expenses	See Note 4
Bank Charges (Business Account)	
Board Dues	
Board Fees (Not Dues)	
Bookkeeping	
Briefcase	
Business Credit Card Annual Fee	
Casual Labor	Attach List
Clipboards	
Commissions - Paid	
Depreciation (from prior years)	Attach Last Years Tax Return
Dues - Professional Societies	
Education - Continuing Education Courses	
Education - Conventions & Seminars	
Emblems for Uniforms	
Entertainment	See note 3
Equipment Depreciation (From Prior Years)	
Equipment Purchases & Rentals	Attach list
Equipment Repairs	
Finders Fees	
Gifts ($25 Maximum Per Person - IRS Rule)	
Housewarming Presents ($25 Maximum / House)	
Identification Case	
Legal Fees	
License - Renewal Only	
Local Board Dues, State & Nar	
Lock Boxes	
Maps	
Meals	See note 3
Multiple Listings Dues	
Multiple Listing Fees	
Notary Fees	
Office Supplies	

Photography and Photography Supplies	
Pocket Tools	
Postage	
Printing	
Professional Services	
Publications - Book and Manuals	
Referral Fees	See note 1
Repairs on Listed Property	
State Industrial Insurance System -	
Stationary Supplies	
Telephone - Cellular Phone Charges	
Telephone - Long Distance Charges	
Tools	
Transportation Expenses	
Travel Away From Home Overnight	See note 2
Travel Meals	See note 2
Travel Mileage	See note 4
T-Shirt with Emblems	
Uniforms - Dry Cleaning	
Uniforms - Laundry @ 3.00 per load	
Uniforms - Required by brokerage	
Utilities	
Worker's Comp.	

Notes:

1) Attach a loss of expenses (cost & date & purpose)

2) Attach a list of all travels (locations, cost, date & purpose)

3) You must keep a log of all meal expenses & receipts

4) Attach Auto Mileage Log or Complete Auto Expense Worksheet