

E File Group, inc

Phone (714) 551-9222 / Fax (714) 551-9220 info@efilegroup.com

SPECIALTY WORKSHEET for OUTSIDE SALESPeOPLE

In order to maximize your deductions, please complete this form

Taxpayer _____

Tax Year _____

Reimbursements from Employer for any Expenses \$	
Accounting Software	
Advertising - Business Cards	
Association Dues (Work Related)	
Auto Expenses (Complete the auto worksheet)	
Bookkeeping (work related only)	
Briefcase	
Business Credit Card Annual Fee	
Business Mileage (attach a log book)	
Business Travel - Luggage	
purpose)	
Clipboards	
date amount, & purpose)	
Delivery	
Dues - Work Related Prof. Societies	
Education - Books	
Emblems for Work Uniforms	
date amount, & purpose)	
Equipment Rental	
Equipment Repairs	
Freight, UPS/FedEx, etc.	
Gifts (\$25 maximum per person) attach a list	
Identification Case	
Insurance (health, E&O, etc.) attach a list	
Legal Fees	
License Fees for Business	
Maintenance and Maintenance Contracts	

√	if you did not receive reimbursements
Medical - Employee Related	
Medical - Owner Related	
Notary Fees	
Office Supplies, Water Service, e.g.	
Office Supplies - Pens, Pencils, etc.	
Postage	
Printing	
Professional Services	
Publications - Trade Books	
Publications - Trade Journals	
Referral Fees	
Small Tools (attach a list)	
Software - Work Related (attach a list)	
Supplies	
Taxes - (Not estimates for your 1040)	
Telephone - Business Cell	
Telephone - Business Long Distance	
Telephone - Other Business Usage	
Tools - Work Related (attach a list)	
Transportation Expenses	
Travel Away From Home Overnight	
Travel Mileage	
Uniforms - Dry Cleaning & Laundry	
Uniforms - Purchases	
Uniforms - Repairs	
Union Dues	

Notes:
