

**REALTOR EXPENSE WORKSHEET**

|                |                         |
|----------------|-------------------------|
| <b>NAME:</b>   | <b>TAX YEAR:</b>        |
| <b>S.S.N.:</b> | <b>GROSS INCOME: \$</b> |

|  |    |   |    |
|--|----|---|----|
| <b>ACCOUNTING</b>                                    | \$ | <b>R.E. LICENSE RENEWALS</b>            |    |
| <b>ADVERTISING:</b>                                  |    | <b>TELEPHONE:</b>                       |    |
| <b>PRINTING</b>                                      | \$ | <b>CELLULAR EXP (BUSINESS%_____)</b>    | \$ |
| <b>FLYERS</b>  | \$ | <b>BUSINESS PHONE (DEDICATED LINE)</b>  | \$ |
| <b>SIGNS</b>   | \$ | <b>HOME LANDLINE (BUSINESS%_____)</b>   | \$ |
| <b>OTHER</b>   | \$ | <b>FAX LINE</b>                         | \$ |
| <b>AUTO (SEE VEHICLE EXPENSE WORKSHEET)</b>          |    | <b>OTHER</b>                            | \$ |
| <b>BUSINESS GIFTS (\$25 MAX)</b>                     | \$ | <b>TRAVEL EXPENSES:</b>                 |    |
| <b>COMMISSIONS: (OVER \$600/PERSON USE 1099-NEC)</b> | \$ | <b>AIRFARE</b>                          | \$ |
| <b>DUES:</b>   |    | <b>HOTEL</b>                            |    |
| <b>BOARD DUES</b>                                    | \$ | <b>MEALS</b>                            | \$ |
| <b>MLS FEE</b>                                       | \$ | <b>TRANSPORTATION</b>                   |    |
| <b>LOCK BOX</b>                                      | \$ | <b>OTHER</b>                            |    |
| <b>OTHER</b>   | \$ | <b>TRADE PUBLICATIONS/SUBSCRIPTIONS</b> |    |
| <b>EDUCATION:</b>                                    |    | <b>WEBSITE</b>                          |    |
| <b>CLASSES/COURSES</b>                               | \$ | <b>SET UP</b>                           | \$ |
| <b>SEMINARS/WORKSHOPS</b>                            | \$ | <b>DOMAIN</b>                           | \$ |
| <b>EQUIPMENT/FURNITURE (LIST TYPE AND DATE)</b>      |    | <b>MISC</b>                             | \$ |
|  | \$ |   |    |
|  | \$ | <b>TAXES PAID:</b>                      |    |
|  | \$ | <b>FEDERAL ESTIMATED TAX:</b>           |    |
| <b>HOME OFFICE EXP:</b>                              |    | <b>FED - 1ST QUARTER / DATE:</b>        | \$ |
| <b>SEE HOME OFFICE EXPENSE WORKSHEET</b>             |    | <b>FED - 2ND QUARTER / DATE:</b>        | \$ |
| <b>INSURANCE:</b>                                    |    | <b>FED - 3RD QUARTER / DATE:</b>        | \$ |
| <b>ERRORS/OMISSIONS</b>                              | \$ | <b>FED - 4TH QUARTER / DATE:</b>        | \$ |
| <b>GENERAL LIABILITY/OTHER</b>                       | \$ | <b>STATE ESTIMATED TAX:</b>             |    |
| <b>WORKMAN'S COMP</b>                                | \$ | <b>CA - 1ST QUARTER / DATE:</b>         | \$ |
| <b>LEGAL &amp; PROFESSIONAL:</b>                     |    | <b>CA - 2ND QUARTER / DATE:</b>         | \$ |
| <b>ATTORNEY</b>                                      | \$ | <b>CA - 3RD QUARTER / DATE:</b>         | \$ |
| <b>TAX CONSULTANT</b>                                | \$ | <b>CA - 4TH QUARTER / DATE:</b>         | \$ |
| <b>OFFICE SUPPLIES:</b>                              |    | <b>PAYROLL TAXES</b>                    | \$ |
| <b>POSTAGE</b>                                       | \$ | <b>CITY TAXES</b>                       | \$ |
| <b>STATIONARY</b>                                    | \$ | <b>SALES TAX</b>                        | \$ |
| <b>NOTE PADS/PAPER/PENS/ETC.</b>                     | \$ | <b>OTHER EXPENSES NOT LISTED</b>        |    |
| <b>OTHER</b>   | \$ |   | \$ |
| <b>OPENHOUSE EXP.</b>                                | \$ |   | \$ |
| <b>REPAIRS:</b>                                      |    |   | \$ |
| <b>BUSINESS EQUIPMENT</b>                            | \$ |   | \$ |
| <b>CLIENT PROPERTIES</b>                             | \$ |   | \$ |

We will prepare your Federal and State Tax Returns based on the information you have submitted to us. It is your responsibility to retain all documents, receipts, cancelled checks and other expenditures which are claimed on your tax returns. Your returns are subject to review by taxing authorities within 4 years of filing.

TAXPAYER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_