



ADDITIONAL PROFESSIONAL EXPENSES for REAL ESTATE BROKERS AND PROFESSIONALS

Name: _____ SS # _____ Tax Year: _____

AUTO TRAVEL (Total All Miles):

- Client Meetings.....\$ _____
- Continuing Education.....\$ _____
- Escrow & Loan Office Trips.....\$ _____
- Out of Town Business Trips.....\$ _____
- Showing Property.....\$ _____
- Parking Fees (\$).....\$ _____
- Tolls.....\$ _____
- Total Miles Driven.....\$ _____

TRAVEL - Out of Town:

- Airfare.....\$ _____
- Car Rental.....\$ _____
- Parking.....\$ _____
- Bus, Subway, Train & Taxi.....\$ _____
- Lodging (do not combine w/meals).....\$ _____
- Meals (do not combine w/lodging).....\$ _____
- Porter, Bell Captain.....\$ _____
- Laundry.....\$ _____
- Bridge & Highway Tolls.....\$ _____
- Telephone Calls (incl home).....\$ _____
- Other.....\$ _____

PROFESSIONAL FEES & DUES

- Association Dues.....\$ _____
- Chamber of Commerce.....\$ _____
- License Fees.....\$ _____
- Realty Board.....\$ _____
- Other.....\$ _____

TELEPHONE EXPENSES

- FAX Transmissions.....\$ _____
- Paging Service.....\$ _____
- Pay Phone & Toll Calls.....\$ _____
- Cellular Service.....\$ _____
- Other.....\$ _____

CONTINUING EDUCATION

- Correspondence Course Fees.....\$ _____
- Materials, Supplies & Textbooks.....\$ _____
- Seminars & Motivational Tapes.....\$ _____
- Other:.....\$ _____

SUPPLIES & EXPENSES

- Advertising, Signs, Flags, Banners....\$ _____
- On-Line Service Costs.....\$ _____
- Attorney & Appraisal Fees.....\$ _____
- Bank Charges.....\$ _____
- Briefcase.....\$ _____
- Business Meals (enter 100%).....\$ _____
- Equipment Repair.....\$ _____
- FAX Supplies.....\$ _____
- Film & Processing.....\$ _____
- Finders Fees.....\$ _____
- Gifts, Flowers, & Greeting Cards.....\$ _____
- Gifts -Business (\$25. max per person/per yr).....\$ _____
- Insurance: E. & O. & Liability.....\$ _____
- Legal & Professional Services.....\$ _____
- Lock Boxes, Keys & Locksmith.....\$ _____
- Map Book.....\$ _____
- Multiple Listing Service.....\$ _____
- Office Expenses.....\$ _____
- Open House Expenses.....\$ _____
- Photocopy Expenses.....\$ _____
- Postage & Shipping.....\$ _____
- Referral Fees.....\$ _____
- Rent.....\$ _____
- Repairs to Sell Listed Property.....\$ _____
- Stationery.....\$ _____
- Other.....\$ _____

EQUIPMENT PURCHASES

- Answering Machine.....\$ _____
- Calculator.....\$ _____
- Camera.....\$ _____
- Computer Equipment.....\$ _____
- Copy Machine.....\$ _____
- FAX Machine.....\$ _____
- Pager.....\$ _____
- Recorder.....\$ _____
- Telephone.....\$ _____
- Modems & computer peripherals.....\$ _____
- Other.....\$ _____

Use back side to list any additional information attach all other documentation.

10 Real Estate Professionals • 2010 Tax Period

ALL FEES PAYABLE AT TIME OF SERVICE OR PRIOR TO E-FILING • CASH, CHECK, CREDIT CARD