



# ADDITIONAL PROFESSIONAL EXPENSES for Writers

**DO NOT DUPLICATE EXPENSES already filled in on SELF-EMPLOYED WORKSHEET**

Name: \_\_\_\_\_ SS # \_\_\_\_\_ Tax Year: \_\_\_\_\_

### PROFESSIONAL FEES & DUES

Association Dues .....\$ \_\_\_\_\_  
Credentials .....\$ \_\_\_\_\_  
License .....\$ \_\_\_\_\_  
Professional Associations.....\$ \_\_\_\_\_  
Union Dues .....\$ \_\_\_\_\_  
Other:.....\$ \_\_\_\_\_

### CONTINUING EDUCATION

Correspondence Course Fees...\$ \_\_\_\_\_  
College Courses .....\$ \_\_\_\_\_  
Courses Registration .....\$ \_\_\_\_\_  
Materials & Supplies.....\$ \_\_\_\_\_  
Photocopy Expense.....\$ \_\_\_\_\_  
Reference Material.....\$ \_\_\_\_\_  
Books Purchased for Research..\$ \_\_\_\_\_  
Seminar Fees.....\$ \_\_\_\_\_  
Textbooks.....\$ \_\_\_\_\_  
Other:.....\$ \_\_\_\_\_

### TELEPHONE EXPENSES

FAX Transmissions .....\$ \_\_\_\_\_  
Paging Service .....\$ \_\_\_\_\_  
Toll, Cellular & Pay Calls.....\$ \_\_\_\_\_  
Other:.....\$ \_\_\_\_\_

### AUTO TRAVEL (IN MILES)

Between Jobs or Locations ..... \_\_\_\_\_  
Client & Publisher Meetings.... \_\_\_\_\_  
Continuing Education..... \_\_\_\_\_  
Job Seeking ..... \_\_\_\_\_  
Out of Town Business Trips ..... \_\_\_\_\_  
Purchasing Job Supplies & Mats \_\_\_\_\_  
Professional Society Meetings... \_\_\_\_\_  
Parking Fees and Tolls .....\$ \_\_\_\_\_  
Other:..... \_\_\_\_\_

### MISCELLANEOUS EXPENSES

Liability Insurance - Business...\$ \_\_\_\_\_  
Subscriptions .....\$ \_\_\_\_\_  
Resumé .....\$ \_\_\_\_\_

### SUPPLIES & EXPENSES

Briefcase .....\$ \_\_\_\_\_  
Business Meals (100% of expenses).\$ \_\_\_\_\_  
Business Cards .....\$ \_\_\_\_\_  
Clerical Service.....\$ \_\_\_\_\_  
Computer Software .....\$ \_\_\_\_\_  
Computer Supplies .....\$ \_\_\_\_\_  
Customer Lists .....\$ \_\_\_\_\_  
Entertainment (100% of expenses)..\$ \_\_\_\_\_  
Equipment Repair .....\$ \_\_\_\_\_  
FAX Supplies.....\$ \_\_\_\_\_  
Gifts -Business (\$25. max per person/per yr) ..\$ \_\_\_\_\_  
On-Line Charges .....\$ \_\_\_\_\_  
Legal & Professional Services...\$ \_\_\_\_\_  
Office Expenses.....\$ \_\_\_\_\_  
Photocopy Expenses .....\$ \_\_\_\_\_  
Postage & Shipping .....\$ \_\_\_\_\_  
DVDs, Films & Videos for Research \$ \_\_\_\_\_  
Stationery.....\$ \_\_\_\_\_  
Website Development & Hosting ..\$ \_\_\_\_\_  
Other.....\$ \_\_\_\_\_

### EQUIPMENT PURCHASES

Cellular Phone .....\$ \_\_\_\_\_  
FAX Machine, Calculator, Copier \$ \_\_\_\_\_  
Pager, Recorder, PDA & Phone.\$ \_\_\_\_\_  
Computers & Printers.....\$ \_\_\_\_\_  
Modems & Computer Peripherals.\$ \_\_\_\_\_  
Other:.....\$ \_\_\_\_\_

### TRAVEL OUT OF TOWN

Airfare .....\$ \_\_\_\_\_  
Car Rental, Taxi, Bus, Train, & Subway \_\_\_\_\_\$  
Parking & Tolls .....\$ \_\_\_\_\_  
Lodging (do not combine with meals) \$ \_\_\_\_\_  
Meals (do not combine with lodging) ..\$ \_\_\_\_\_  
Porter, Bell Captain, & Laundry . \$ \_\_\_\_\_  
Telephone Calls (including home)\$ \_\_\_\_\_  
Other:.....\$ \_\_\_\_\_

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

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