



ADDITIONAL PROFESSIONAL EXPENSES for Attorneys

Name: _____ SS # _____ Tax Year: _____

PROFESSIONAL FEES & DUES:

- Association Dues\$ _____
- Credentials\$ _____
- License\$ _____
- Professional Associations\$ _____
- Union Dues\$ _____
- Other\$ _____

CONTINUING EDUCATION

- Correspondence Course Fees.....\$ _____
- Course Registration\$ _____
- Continuing Prof. Education\$ _____
- Materials & Supplies\$ _____
- Photocopy Expense\$ _____
- Reference Material\$ _____
- Research Expenses\$ _____
- Seminar Fees.....\$ _____
- Textbooks\$ _____
- Other\$ _____

TELEPHONE EXPENSES

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

AUTO TRAVEL (In Miles)

- Court Appearances\$ _____
- Client Meetings.....\$ _____
- Continuing Prof. Education\$ _____
- Practice Development.....\$ _____
- Out of Town Business Trips\$ _____
- Purchasing Supplies & Materials.\$ _____
- Professional Society Meetings\$ _____
- Parking Fees & Tolls\$ _____
- Other\$ _____

SUPPLIES & EXPENSES:

- Briefcase & Business Cards\$ _____
- Business Meals (Enter 100%).....\$ _____
- Filing Fees.....\$ _____
- Clerical Services & Paralegal.....\$ _____

- Computer Software & Supplies ...\$ _____
- Firm Meetings.....\$ _____
- Entertainment (enter 100%)\$ _____
- Equipment Repair\$ _____
- FAX Supplies.....\$ _____
- Gifts & Greeting Cards\$ _____
- Gifts -Business (\$25. max per person/per yr)\$ _____
- Other on-line charges\$ _____
- Accounting & Professional Fees ..\$ _____
- Office & Stationary Expense\$ _____
- Photocopy Expenses.....\$ _____
- Postage, Shipping & Messenger...\$ _____
- Library & Research Costs.....\$ _____
- Marketing & Practice Development\$ _____
- Technical Publications\$ _____
- Other\$ _____

EQUIPMENT PURCHASES:

- Cellular Phone\$ _____
- FAX Machine, Calculator, Copier \$ _____
- Pager, Recorder, Phone\$ _____
- Computer & Printer\$ _____
- Modem, computer peripherals....\$ _____
- Other\$ _____

TRAVEL OUT OF TOWN:

- Airfare.....\$ _____
- Car Rental, Taxi, Train etc.....\$ _____
- Parking & Tolls.....\$ _____
- Lodging (do not combine w/meals) \$ _____

MISCELLANEOUS:

- Liability Insurance, Business.....\$ _____
- Subscriptions\$ _____
- Resume.....\$ _____
- Meals (enter 100% of expense)\$ _____
- Porter, Maid & Laundry\$ _____
- Telephone Calls (incl home)\$ _____
- Other\$ _____

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

17 Attorneys • 2010 Tax Period

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