

Tax Deduction Worksheet For *Sales Representatives*

Auto Travel	
Between Jobs or Job Locations (mi)	
Client Meetings (mi)	
Continuing Education (mi)	
Job Seeking (mi)	
Out of Town Business Trips (mi)	
Purchasing Job Supplies & Materials (mi)	
Professional Society Meetings (mi)	
Parking Fees (\$)	
Tolls (\$)	
Other:	

Travel - Out Of Town	
Airfare	
Bus, Train, Subway & Taxi	
Bridge & Highway Tolls	
Car Rental	
Laundry	
Lodging (do not combine with meals)	
Meals (do not combine with lodging)	
Parking	
Telephone	
Other:	

Professional Fees & Dues	
Association Dues	
License	
Union Dues	
Other:	

Telephone Expenses	
Cellular (indicate percentage business use)	
FAX Transmissions	
Paging Service	
Pay Phone	
Toll Calls	
Other:	

Miscellaneous Expense	
Liability Insurance - Business	
Subscriptions	
Professional Subscriptions	
Resume	
Other:	

Equipment Purchases	
Answering Machine	
Calculator	
Cellular Phone (indicate percentage business use)	
Copy Machine	
FAX Machine	
Pager	
Telephone	
Other:	

Supplies & Expenses	
Accounting, Bookkeeping Fees	
Advertising	
Bank Charges	
Business Cards	
Business Meals (enter 100% of expense)	
Clerical Service	
Computer Software	
Computer Supplies	
Customer Lists	
Entertainment (Enter 100% of Expense)	
Equipment Repair	
FAX Supplies	
Gifts	
Greeting Cards	
Legal & Professional Services	
Office Expenses	
Photocopy Expense	
Postage	
Rent	
Shipping	
Trade Publications & Map Book	
Other:	

Continuing Education	
Correspondence Course Fees	
Course Registration	
Materials & Supplies	
Photocopy Expense	
Reference Material	
Seminar Fees	
Textbooks	
Other:	

I hereby verify that the information provided on this worksheet is accurate and complete. I understand it is my sole responsibility and my continuing obligation to include any and all information concerning deductions and other information necessary for the preparation of my personal income tax return. I have not overstated these deductions and acknowledge that false information on a tax return could constitute a federal crime.

Signature _____ Date _____