

BUSINESS PROFESSIONALS DEDUCTIONS

Client: _____ ID# _____ Tax Year _____

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Miscellaneous		Telephone	
Business Cards		Long Distance	
Clerical		Faxes	
Computer Supplies		Pay phone	
Customer Lists		Cellular	
Gifts		2nd Line	
Office Supplies		Beeper/Pager	
Postage		Answering Service	
Photocopying		Other _____	
Printing		Other _____	
Repairs		Total	
Shipping		Equipment	
Stationery		Attache Case	
Other _____		Calculator	
Other _____		Camera	
Total		Desk	
Professional		Chair	
Dues		Filing Cabinet	
E & O Insurance		Cell Phone	
Legal & Professional		Software	
Licenses		Tape Recorder	
Memberships		Telephone	
Publications		Other _____	
Seminars		Other _____	
Continuing Ed		Total	
Resumes		Vehicle & Travel	
Other _____		See Vehicle, Travel & Entertainment Worksheet	
Other _____			
Total			
Other Information			



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