

Sales Personnel Tax Deduction Worksheet

Travel:

Air Fare _____
 Lodging _____
 Meals _____
 Cleaning _____
 Tips _____
 Taxi Fares _____
 Other _____

Education:

Seminars _____
 Books _____
 Fees _____
 Other _____

Telephone:

Home Phone _____
 Pay Phones _____
 Cellular Phone _____
 Answering Service _____
 Answer Machine _____
 Beeper _____

Office Supplies:

Postage:

Business Meals:

Employee Relations:

Entertainment _____
 Gifts _____

Advertising:

Sales Promotion:

Samples:

Professional Publications:

Equipment:

Briefcase _____
 Calculator _____
 Computer _____
 Office Furniture _____
 Other _____

Equipment Repairs:

Job-seeking Expense:

Resumes _____
 Other _____

Home Office

Sq. Footage-Office _____
 Sq. Footage-Home _____
 Rent (if applicable) _____
 Utilities _____
 Insurance _____
 Maintenance _____

NOTE: Adequate records are required
 to substantiate all deductions.