

BOTTOM LINE, INC.

DOUGLAS MALETZ, E.A.

A Professional Tax Practice
Specializing in Preparation, Audit Representation, & Bookkeeping
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Realtor's Schedule of Tax Deductions

Agent _____

FYE 2016

Accounting fees	_____
Advertising (newspaper, flyers, etc.)	_____
Answering services	_____
Bank service charges	_____
Beeper / Answering service	_____
Board of Realtors (Conejo, S.F.V., S.C.V, other)	_____
Business cards	_____
Business gifts - # of gifts over \$ 25: _____ X \$ 25= _____	_____
- \$\$\$ for gifts under \$ 25 _____	_____
Client costs (handymen, misc. repair)	_____
Closing costs (TICOR, Amer Home Shield, etc.)	_____
Continuing education (classes only... travel below)	_____
Courier services	_____
Dues (professional or service only)	_____
Entertainment	Total \$ _____ x 50 % = _____
Insurance (E & O)	_____
Internet access	_____
Keys & locksmiths	_____
Legal fees	_____
License renewal	_____
Lock boxes	_____
Map books	_____
Miscellaneous	_____
Name riders	_____
Office supplies	_____
Open house expense	_____
Outside services	_____
Parking	_____
Photographs (film & processing)	_____
Postage	_____
Publications - Cash at newsstand/bookstore/market _____	_____
- Charge card statements _____	_____
- Subscriptions, books, & MLS by check _____	_____
Referral fees	_____
Rent	_____
Sales assistants	_____
Shop tools (power/hand tools used by you to repair houses in escrow)	_____
Staging	_____
Tape (audio & video cassettes)	_____
Transaction manager / coordinator	_____
Travel (lodging, transportation, etc. - (not auto!))	_____
Web site - design _____	_____
- domain name _____	_____
- maintenance _____	_____
SUB-TOTAL	_____

Telephone: - Business phone at home (S/B 2nd line) _____
 - Cell phone _____
 - Computer modem and/or FAX _____
 - Total _____

TOTAL _____

Auto: a.) Business Miles _____ d.) Miles Per Gallon _____
 b.) Total Miles _____ e.) Cost Per _____
 c.) % of Bus. Use _____ Average Gallon _____
 - Gas (actual or $b / d \times e$) _____
 - Insurance _____
 - Repairs & accessories _____
 - D.M.V. fees _____
 - Interest _____
 - Car washes (\$. X _____ wks) _____
 - Lease payments or Depreciation _____
 - Total a.) X .54 = OR Total _____ X c.) = _____

SCHEDULE OF EQUIPMENT PURCHASED THIS YEAR:

	Date Acquired	Amount
Answering machine	_____	_____
Automobile	_____	_____
Briefcase	_____	_____
Calculators	_____	_____
Car phone	_____	_____
Camera	_____	_____
Car phone	_____	_____
Cell phone	_____	_____
Computer hardware	_____	_____
Computer software	_____	_____
Copier	_____	_____
Desk	_____	_____
Dictaphone	_____	_____
FAX machine	_____	_____
File cabinet	_____	_____
IPAD & accessories	_____	_____
Other:		
_____	_____	_____
_____	_____	_____
TOTAL		_____