

BOTTOM LINE, INC.

A Professional Tax Practice
Specializing in Preparation, Audit Representation, & Bookkeeping
31365 Oak Crest Drive, Suite 200
Westlake Village, CA 91361

Telephone 805 / 230-1313
Fax 805 / 230-1319

Realtor's Schedule of Tax Deductions

Agent _____

FYE 2019

- Accounting fees _____
- Advertising (newspaper, flyers, etc.) _____
- Answering services _____
- Bank service charges _____
- 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 _____
- 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 .58 = 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		_____