

SPECIALTY WORKSHEET for OUTSIDE SALESPEOPLE

In order to maximize your deductions, please complete this form.

TAXPAYER _____

TAX YEAR _____

Reimbursements from Employer for any Expenses \$ _____		✓ If you did not receive reimbursements <input type="checkbox"/>
Accounting Software		Office Supplies, Water Service, e.g.
Advertising - Business Cards		
Association Dues (Work Related)		Office supplies - Pens, Pencils, etc.
Auto Expenses	Complete the Auto Worksheet	Postage
Bookkeeping (Work Related Only)		Printing
Briefcase		Professional Services
Business Credit Card Annual Fee		Publications - Trade Books
Business Mileage	Attach a Log Book	Publications - Trade Journals
Business Travel - Luggage		Referral Fees
Casual Labor	Attach a list, with name, date, amount, & purpose	Small Tools Attach a List
Clipboards		Software - Work Related Attach a List
Commissions (Paid to Others)	Attach a list, with name, date, amount, & purpose	Supplies
Delivery		Taxes - (Not Estimates for your 1040)
Dues - Work Related Prof. Societies		Telephone - Business Cell
Education - Books		Telephone - Business Long Distance
Emblems for Work Uniforms		Telephone - Other Business Usage
Entertainment (With Clients)	Attach a list, with name, date, amount, & purpose	Tools - Work Related Attach a List
Equipment Rental		Transportation Expenses
Equipment Repairs		Travel Away From Home Overnight Attach a List
Freight, UPS/FedEx, etc.		Travel Mileage Attach a Log Book
Gifts (\$25 Maximum Per Person)	Attach a List	Uniforms - Dry Cleaning & Laundry
Identification Case		Uniforms - Purchases
Insurance (Health, E&O, etc)	Attach a List	Uniforms - Repairs
Legal Fees		Union Dues
License Fees for Business		
Maintenance and Maintenance Contracts		
Medical - Employee Related		
Medical - Owner Related		
Notary Fees		
Notes:		