

### **AUTO TRAVEL:**

Your auto expense is based on the number of qualified business miles you drive. Expenses for travel between business locations or daily transportation expenses between your residence and temporary work locations are deductible; include them as business miles. Expenses for your trips between home and work each day, or between home and one or more regular places of work, are COMMUTING expenses and are NOT deductible.

Document business miles in a record book as follows:(1) give the date and business purpose of each trip; (2) note the place to which you traveled; (3) record the number of business miles; and (4) record your car's odometer reading at both the beginning and end of the tax year. Keep receipts for all car operating expenses—gas, oil, repairs, insurance, etc.—and of any reimbursement you received for your expenses.

### **OUT-OF-TOWN TRAVEL:**

Expenses accrued when traveling away from "home" overnight on job-related and continuing education trips are deductible. Your "home" is generally considered to be the entire city or general area where your principal place of employment is located. Out-of-town expenses include transportation, meals, lodging, tips and miscellaneous items like laundry, valet etc.

Document away-from-home expenses by noting the date, destination and business purpose of your trip. Record business miles if you drove to the out-of-town location. In addition, keep a detailed record of your expenses — lodging, public transportation, meals etc. Always list meal and lodging separately in your records. Receipts must be retained for each lodging expense. However, if any other business expense is less than \$75, a receipt is not necessary. You must keep track of the full amount of meal and entertainment expenses even though only a portion of the amount may be deductible.

### **PROFESSIONAL FEES & DUES**

Dues paid to professional societies related to your profession are deductible. However, the costs of initial admission fees paid for membership to certain organizations or social clubs are considered capital expenses.

### **TELEPHONE EXPENSES:**

The basic telephone service costs of the first telephone line provided in your residence are not deductible. However, toll calls from that line are deductible if the calls are business related. The costs (basic fee and toll calls) if a second line in your home are also deductible if the line is used exclusively for business.

### **CONTINUING EDUCATION:**

Educational expenses are deductible under either of two conditions: (1) your employer requires the education in order for you to keep your job or rate of pay; or (2) the education maintains or improves skills in your profession. Costs of courses that are taken to meet the minimum requirements of a job, or that qualify you for a new trade or business, are NOT deductible.

### **MISCELLANEOUS EXPENSES:**

Expenses of looking for new employment in your present line of work are deductible — you do not have to actually obtain a new job in order to deduct the expenses. Out-of-town job-seeking expenses are deductible only if the primary purpose of the trip is job seeking, not pursuing personal activities.

### **SUPPLIES & EXPENSES**

Generally, to be deductible, items must be ordinary and necessary to your real estate profession and not reimbursable by your employer.

Phone: 916-505-5611

E-mail: [info@tacct.net](mailto:info@tacct.net)

Web: [www.tacct.net](http://www.tacct.net)

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# Deductions for Sales Reps



**TAXES AND ACCOUNTING**

**PROFFESIONAL Fees & Dues:**

Association Dues  
License  
Union Dues  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_

**OUT-OF-TOWN Travel:**

Airfare  
Bus & Subway  
Bridge & Highway Tolls  
Car Rental  
Laundry  
Lodging (do not combine with meals)  
Meals (do not combine with lodging)  
Parking  
Porter, Bell Captain  
Taxi  
Telephone  
Train  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_

**TELEPHONE Expenses:**

Cellular Calls  
Fax Transmissions  
Paging Service  
Pay Phone  
Toll Calls  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_

**CONTINUING Education:**

Correspondence Course Fees  
Course Registration  
Materials, Supplies, Textbooks  
Seminar Fees  
Photocopy Expenses  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_

**EQUIPMENT Purchases:**

Answering Machine  
Calculator  
Copy Machine  
Fax Machine  
Pager  
Telephone  
Scanner  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_

**AUTO Travel:**

Between Jobs or Job Locations (miles)  
Client Meetings (miles)  
Continuing Education (miles)  
Job Seeking (miles)  
Out-of-Town Business Trips (miles)  
Purchasing Job Supplies & Materials (miles)  
Parking Fees (\$)  
Tolls (\$)  
Professional Society Meetings (miles)  
Other: \_\_\_\_\_

**SUPPLIES & Expenses:**

Advertising  
Bank Charges  
Bookkeeping  
Business Meals (enter 100% of expenses)  
Business Cards  
Clerical Service  
Computer Software & Supplies  
Customer Lists  
Entertainment (enter 100% of expenses)  
Equipment Repair  
FAX Supplies  
Gifts  
Greeting Cards  
Legal & Professional Services  
Office Expenses  
Photocopy Expenses  
Postage  
Rent  
Shipping  
Trade Publications & Map Book  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_

**MISCELLANEOUS Expenses:**

Liability Insurance—Business  
Subscriptions  
Professional Subscriptions  
Resume'  
Other: \_\_\_\_\_  
Other: \_\_\_\_\_