

WORKSHEET FOR OUTSIDE SALESPeOPLE

In order to maximize your deductions, please complete this form

Reimbursements from employer for any Expenses \$ _____

Accounting Software		Office Supplies, e.g. Water Service	
Advertising - Business Cards		Office Supplies - Pens, Pencils, etc	
Association Dues (work related)		Postage	
Auto Expenses	Complete the Auto Worksheet	Printing	
Bookkeeping (Work Related Only)		Professional Services	
Briefcase		Publications- Trade Journals	
Business Credit Card Annual Fee		Referral Fees	
Business Mileage	Attach Log Book	Small Tools	Attach a List
Business Travel - Luggage		Software - Work Related	Attach a List
Casual Labor	Attach list with name, date, amount & purpose	Supplies	
Clipboards		Taxes - (Not Estimates for your 1040)	
Commissions (Paid to Others)	Attach list with name, date, amount & purpose	Telephone - Business Cell	
Delivery		Telephone - Other Business Usage	
Dues - Work Related Prof. Societies		Tools - Work Related	Attach a List
Education - Books		Transportation Expenses	
Emblems for Work Uniforms		Travel Away From Home Overnight	Attach a List
Entertainment (With Cleints)	Attach list with name, date, amount & purpose	Travel Mileage	Attach a Log Book
Equipment Rental		Uniforms- Dry Cleaning & Laundry	
Equipment Repairs		Uniforms - Purchases	
Freight/UPS/FedEx/ etc.		Uniform - Repairs	
Gifts (\$25 max per person)	Attach a list	Union Dues	
Identification Case			
Insurance (Health E&O etc)	Attach a List	Notes:	
Legal Fees			
License Fees for Business			
Maintenance & Maintenance Contracts			
Medical - Employee Related			
Medical - Owner Related			
Notary Fees			

THE ABOVE EXPENSES ARE ORDINARY & NECESSARY AS AN OUTSIDE SALESPERSON