Tax Worksheet
Outside Salespeople

Auto Travel (Mileage)

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

Travel - Out Of Town

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

Educational Costs

Correspondence Course Fees	
Course Registration	
Materials & Supplies	
Photocopy Expense	
Reference Material	
Textbooks & Seminar Costs	
Motivational Tapes	
Other:_____	

Equipment Purchases

Answering Machine	
Calculator	
FAX Machine	
Pager & Telephone	
Computers & Printer	
Other:_____	

Supplies & Expenses

Advertising	
Bank Charges	
Bookkeeping	
Business Meals (Enter 100% of expense)	
Business Cards & Printing	
Clerical Services & Software	
Computer Service & Supplies	
Entertainment (50% deductible)	
Data Base and Sales lead Lists	
Equipment Repair	
FAX Supplies	
On-Line Service Charges	
Gifts & Greeting Cards	
Legal & Professional Services	
Office Expenses	
Photocopy Expense	
Postage	
Rent	
Shipping	
Trade Publication & Map Book	
Other:_____	

Telephone Expenses

Cellular Phone Charges	
Fax Transmissions	
Paging Service	
Pay Phone	
Toll Calls	
Other:_____	

Professional Fees & Dues

Association Dues	
License	
Union Dues	
Other:_____	

Miscellaneous Expenses

Liability Insurance - Business	
Books & Magazine Subscriptions	
Professional Subscriptions	
Resume`	

983 Reserve Drive, Roseville, CA 95678 | (916) 960-9800 | fax (916) 415-8273 | www.nlati.com