



Tax Worksheet Attorneys

Professional Fees & Dues

| | |
|---------------------------|--|
| Association Dues | |
| Credentials | |
| License | |
| Professional Associations | |
| Union Dues | |
| Other: _____ | |

Continuing Education

| | |
|-----------------------------------|--|
| Correspondence Course Fees | |
| Course Registration | |
| Continuing Professional Education | |
| Materials & Supplies | |
| Photocopy Expense | |
| Reference Material | |
| Research Expenses | |
| Seminar Fees | |
| Textbooks | |
| Other: _____ | |

Telephone Expenses

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|-------------------------------|--|
| FAX Transmissions | |
| Paging Service | |
| Toll, Cellular, and Pay Calls | |
| Other: _____ | |

Auto Travel (In miles)

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|-------------------------------------|--|
| Court Appearance | |
| Client Meetings | |
| Continuing Professional Education | |
| Practice Development | |
| Out of Town Business Trips | |
| Purchasing Job Supplies & Materials | |
| Professional Society Meetings | |
| Parking Fees and Tolls (\$) | |
| Other: _____ | |

Miscellaneous Expenses

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|--------------------------------|--|
| Liability Insurance - Business | |
| Subscriptions | |

Supplies & Expenses

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| Briefcase | |
| Business Meals (enter 100% of expenses) | |
| Business Cards | |
| Filing Fees | |
| Clerical Service & Paralegal | |
| Computer Software | |
| Computer Supplies | |
| Firm Meetings | |
| Entertainment (enter 100% of expense) | |
| Equipment Repair | |
| FAX Supplies | |
| Gifts & Greeting Cards | |
| Accounting & Professional Services | |
| On-Line Charges | |
| Office Expenses | |
| Photocopy Expenses | |
| Postage | |
| Shipping | |
| Library & Research | |
| Marketing & Practice Development | |
| Stationery | |
| Technical Publications | |
| Other: _____ | |

Equipment Purchases

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|-------------------------------------|--|
| Cellular Phone | |
| FAX Machine, Calculator, and Copier | |
| Pager, Recorder, and Phone | |
| Computers and Printers | |
| Modems and computer peripherals | |
| Other: _____ | |

Travel - Out of Town

| | |
|--|--|
| Airfare | |
| Car Rental, Taxi, Bus, Train, and Subway | |
| Parking and Tolls | |
| Lodging (do not combine with meals) | |

Resume



Meals (do not combine with lodging)

Porter, Bell Captain, and Laundry

Telephone Calls (including home)

Other: _____

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