



# THE ACCOUNTANCY

forward thinking for your financial future

## Sales Personnel Tax Deduction Worksheet

### Travel:

Air Fare \_\_\_\_\_  
 Lodging \_\_\_\_\_  
 Meals \_\_\_\_\_  
 Cleaning \_\_\_\_\_  
 Tips \_\_\_\_\_  
 Taxi Fares \_\_\_\_\_  
 Other \_\_\_\_\_

### Education:

Seminars \_\_\_\_\_  
 Books \_\_\_\_\_  
 Fees \_\_\_\_\_  
 Other \_\_\_\_\_

### Telephone:

Home Phone \_\_\_\_\_  
 Pay Phones \_\_\_\_\_  
 Cellular Phones \_\_\_\_\_  
 Answering Service \_\_\_\_\_  
 Answer Machine \_\_\_\_\_  
 Beeper \_\_\_\_\_

### Office Supplies:

\_\_\_\_\_

### Postage:

\_\_\_\_\_

### Business Meals:

\_\_\_\_\_

### Employee Relations:

Entertainment \_\_\_\_\_  
 Gifts \_\_\_\_\_

### Sales Promotion:

\_\_\_\_\_

### Samples:

\_\_\_\_\_

### Professional Publications:

\_\_\_\_\_

### Equipment:

Briefcase \_\_\_\_\_  
 Calculator \_\_\_\_\_  
 Computer \_\_\_\_\_  
 Office Furniture \_\_\_\_\_  
 Other \_\_\_\_\_

### Equipment Repairs:

\_\_\_\_\_

### Job Seeking Expense:

Resume \_\_\_\_\_  
 Other \_\_\_\_\_

### Home Office:

Sq. Footage-Office \_\_\_\_\_  
 Sq. Footage Home \_\_\_\_\_  
 Rent (if applicable) \_\_\_\_\_  
 Utilities \_\_\_\_\_  
 Insurance \_\_\_\_\_  
 Maintenance \_\_\_\_\_

### Advertising:

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