



**TAX PRO**  
A Business and Tax Consulting Firm

## Real Estate Agent Worksheet

Client: \_\_\_\_\_

Tax Year: \_\_\_\_\_

<b>Income:</b>		Outside Service (cost of doing business)	
		Paging Service	
<b>Expenses:</b>		Photography and Photo Supplies	
Accountant/Tax Preparation Fees		Postage & Delivery	
<b>Advertising:</b>		Printing & Reproduction	
Internet		Professional Services	
Magazines		Publications-Trade Books	
Newspaper		Publications-Trade Journals	
Promos		Referral Fees	
Signs		Repairs on Listed Property	
Other:		Workman's Comp	
Appraisal Fees		Supplies	
Bank Charges		Telephone:	
Board Dues/Fees		Answering Service/Pager	
Business Credit Card Fees/Visa		Cellular/ With Log Book	
Commissions-Paid		Long Distance	
Dues-Multiple Listing		Pay Phone Calls	
Dues-Professional Society		Other	
<b>Education:</b>		Tools, small (briefcase, tape)	
Books		Travel:	
Classes		Air Fare	
Continuing Education		Meals	
Conventions/Seminars		Lodging	
Client Meals		Uniforms/Emblem Wear	
Equipment Repairs and Sharpening		Uniform Laundry	
Equipment Rental		Utilities	
Finders Fees			
Flowers/Gifts (\$25.00 per client)		<b>Equipment Purchases:</b>	<b>Cost</b>
Freight		<b>Date</b>	<b>Item</b>
Legal & Professional Fees			
License			
Lock Boxes			
Maps			