

DIRECT SELLER DEDUCTIONS

Client: _____

ID # _____ TAX YEAR _____

INVENTORY	
Inventory at Beginning of YR	
Purchases	
Cost of Items for Personal Use	
Other Costs	
Inventory at End of Year	
SALES EXPENSES	
Advertising	
Business Cards	
Bank Charges	
Catalogues	
Commissions	
Demos	
Freight	
Gifts	
Kits	
Map Books	
Postage	
Refunds	
Sales Aids	
Sales Assistants	
Samples & Promotional Items	
Seminars & Trade Shows	
Service Charges	
Snacks & Beverages	
Storage Containers	
Storage Fees	
Supplies - Meeting/Party	
Supplies - Office	
Supplies - Misc	
Other	
Other	
Other	
Total	
VEHICLE & TRAVEL	
Mileage for 2 jobs	
Mileage for Training	
Mileage for Sales	
See Vehicle Worksheet	
Total	

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

PROFESSIONAL	
Dues	
Insurance	
License	
Publications	
Other	
Other	
Total	
TELEPHONE	
Long Distance	
Fxes	
Pay phone	
Cellular	
2nd Line	
Beeper/Pager	
Answering Service	
Other	
Other	
Total	
EQUIPMENT	
Attache Case	
Calculator	
Desk	
Display Tables	
Camera	
Filing Cabinet	
Cell Phone	
Telephone	
Other	
Other	
Other	
Total	

VerBout Services

25 No. Lake Street, Suite 300 www.verbout.com Fax: 763-201-7866
 Forest Lake, Mn. 55025 Phone: 651-464-7941