



BUSINESS PROFESSIONAL DEDUCTIONS

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.

MISCELLANEOUS	
Business Cards	
Clerical	
Computer Supplies	
Customer Lists	
Gifts	
Office Supplies	
Postage	
Photocopying	
Printing	
Repairs	
Shipping	
Stationery	
Other _____	
Other _____	
TOTAL	
PROFESSIONAL	
Dues	
E & O Insurance	
Legal & Professional	
Licenses	
Memberships	
Publications	
Seminars/Cont. Ed	
Resumes	
Other _____	
Other _____	
TOTAL	

TELEPHONE	
Long Distance	
Faxes	
Pay Phone	
Cell Phone	
2 nd Line	
Beeper/Pager	
Answering Service	
Other _____	
Other _____	
TOTAL	

EQUIPMENT	
Attaché Case	
Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Cell Phone	
Cell Ph. Accessories	
Software	
Tape Recorder	
Telephone	
Other _____	
Other _____	
TOTAL	

To ensure compliance with requirements imposed by IRS Circular 230, we are informing you that any tax advice contained in this communication (including attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax-related penalties under the Internal Revenue Code, or (ii) promoting, marketing or recommending to another party, any matters addressed herein. You should seek advice regarding your particular circumstances from a tax advisor before relying upon this information.

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VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE

VEHICLE EXPENSE	
Description of vehicle:	
Date placed in service	
Odometer reading at beginning of year	
Odometer reading at end of year	
Total miles	
Business miles	
Commuter miles	
Daily average round-trip commute	
Personal miles	
Is car leased?	Yes _____ No _____
Is car owned (or financed)	Yes _____ No _____
Was this vehicle depreciated in a prior year?	Yes _____ No _____
Auto Club	
Auto license /registration	
Auto personal prop. tax	
Gas, lube, oil	

VEHICLE EXPENSE continued	
Insurance	
Interest	
Lease Payments	
Repairs & Maintenance	
Smog Certificate	
Tires	
Towing	
Warranty	
Other _____	
Other _____	
TOTAL	

TRAVEL & ENTERTAINMENT EXPENSE	
Airfare, Train	
Car rental & gas	
Dry Cleaning	
Entertainment	
Lodgings	
Meals	
Parking, tolls	
Taxi, bus, shuttles	
Telephone	
Tips	
# of days out of town	
Other	
Other	
TOTAL	

OTHER INFORMATION

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