

**ROBERT WOOD TAX SERVICE, INC.**  
A PROUD AFFILIATE OF KEMPNER WEALTH MANAGEMENT

661.253.1484

[www.coptaxguy.com](http://www.coptaxguy.com)

[www.kempnerwealthmanagement.com](http://www.kempnerwealthmanagement.com)

**OUTSIDE SALESPEOPLE**

<b>OUTSIDE SALESPEOPLE</b>			
<i>Auto Travel (Mileage)</i>		<i>Supplies &amp; Expenses</i>	
Between Jobs or Job Locations		Advertising	
Client Meetings		Bank Charges	
Continuing Education		Bookkeeping	
Job Search		Business Meals (Enter 100% of expense)	
Out of Town Business Trips		Business Cards & Printing	
Purchasing Job Supplies & Materials		Clerical Services & Software	
Professional Society Meetings		Computer Service & Supplies	
Parking Fees & Tolls (\$)		Entertainment (50% deductible)	
Other: _____		Data Base and Sales lead Lists	
<b><i>Travel - Out Of Town</i></b>		Equipment Repair	
Airfare		FAX Supplies	
Car Rental		On-Line Service Charges	
Parking & Tolls		Gifts & Greeting Cards	
Taxi		Legal & Professional Services	
Train		Office Expenses	
Bus & Subway		Photocopy Expense	
Lodging (do not include meals)		Postage	
Meals (do not combine with lodging)		Rent	
Porter, Bell Captain		Shipping	
Laundry		Trade Publication & Map Book	
Telephone		Other: _____	
Other: _____		<b><i>Telephone Expenses</i></b>	
<b><i>Educational Costs</i></b>		Cellular Phone Charges	
Correspondence Course Fees		Fax Transmissions	
Course Registration		Paging Service	
Materials & Supplies		Pay Phone	
Photocopy Expense		Toll Calls	
Reference Material		Other: _____	

**ROBERT WOOD TAX SERVICE, INC.**  
 A PROUD AFFILIATE OF KEMPNER WEALTH MANAGEMENT  
 661.253.1484  
[www.coptaxguy.com](http://www.coptaxguy.com)  
[www.kempnerwealthmanagement.com](http://www.kempnerwealthmanagement.com)

Textbooks & Seminar Costs		<b><i>Professional Fees &amp; Dues</i></b>	
Motivational Tapes		Association Dues	
Other: _____		License	
<b><i>Equipment Purchases</i></b>		Union Dues	
Answering Machine		Other: _____	
Calculator		<b><i>Miscellaneous Expenses</i></b>	
FAX Machine		Liability Insurance - Business	
Pager & Telephone		Books & Magazine Subscriptions	
Computers & Printer (Special IRS Rules)		Professional Subscriptions	
Other: _____		Resume`	

**Don't Forget these other Personal Deductions:**

**PERSONAL DEDUCTIONS:**

DMV Fees \_\_\_\_\_  
 Boat/Trailer Fees \_\_\_\_\_  
 Mortgage Interest \_\_\_\_\_  
 2<sup>nd</sup> Home Interest \_\_\_\_\_  
 Property Taxes \_\_\_\_\_

**CASH PAID TO CHARITIES: (Please get receipts!!)**

Sheriff/Police/Fire Relief \_\_\_\_\_  
 House of Worship \_\_\_\_\_  
 City of Hope \_\_\_\_\_  
 United Way \_\_\_\_\_  
 Girl Scout Cookies \_\_\_\_\_  
 Other \_\_\_\_\_

**FAIR MARKET VALUE OF NON-CASH ITEMS GIVEN TO CHARITIES: (Receipts!!)**

Clothing \_\_\_\_\_ Electronics \_\_\_\_\_  
 Furniture \_\_\_\_\_ Kitchen/Housewares \_\_\_\_\_  
 \*\*Vehicles/Boats – Special IRS Rules- \_\_\_\_\_

**DON'T FORGET TO GET AND RETAIN YOUR RECEIPTS!**