

# ELITE

## TAX PARTNERS, INC.



According to the **IRS**, allowable expenses are those that are **ORDINARY** (common) and **NECESSARY** (required to maintain or grow your business).

INCOME	
Sales	
Other income	
EXPENSES	
Advertising	
Appraisal fees	
Bank fees	
Bookkeeping	
Business credit card fees	
Casual labor	
Cell phone	
Commissions – splits	
Commissions – paid	
Dues	
Education	
Equipment rental	
Equipment repairs	
Gifts/housewarming (\$25/pp)	
Internet	
Legal fees	
License	
Lock boxes	
Multiple listing dues & fees	
Office supplies	
Outside services	
Photography	
Postage	
Printing	
Professional Services	
Referral fees	
Repairs on listed property	
Travel	
Uniforms	
Utilities (not for home office)	

AUTO EXPENSES	
Total miles driven	
Total business miles	
Fuel	
Repairs	
Insurance	
Tolls & Parking	
EQUIPMENT PURCHASED (over \$2500)	
Item #1	
Date purchased	
Cost of item	
Item #2	
Date Purchased	
Cost of Item	
Item #3	
Date Purchased	
Cost of Item	
SALES OF ASSETS	
Item #1	
Date Sold	
Amount Received	
Item #2	
Date Sold	
Amount Received	
Item #3	
Date Sold	
Amount Received	