

AUTOMOBILE SALESPERSON DEDUCTIONS

Client: _____

ID# _____

Tax Year _____

| Sales Expenses | |
|-------------------------------|--|
| Advertising | |
| Agency Charges | |
| Bank Charges | |
| Batteries - Pager, Flashlight | |
| Business Cards | |
| Clerical | |
| Client Gifts | |
| Commission | |
| Courier Service | |
| Customer Refreshments | |
| Entertainment, Tickets | |
| Film/Processing | |
| Flashlight | |
| Flowers/Cards | |
| Food & Beverages | |
| Gasoline, Customer's Vehicle | |
| Office Expense | |
| Postage | |
| Printing | |
| Promotional Items | |
| Referrals | |
| Repairs | |
| Sales Assistants | |
| Sales Inducements | |
| Signs, Flags, Banners | |
| Stationery | |
| Support Shoes & Hosiery | |
| Team Sales Incentives | |
| Tips - Lot Porters & Detailer | |
| Tools | |
| Travel - Overnight | |
| Uniforms - Dealer Required | |
| Washes/Waxes, Customer | |
| Other _____ | |
| Other _____ | |
| 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.

| Vehicle & Travel | |
|---|--|
| See Vehicle, Travel & Entertainment Worksheet | |
| Professional | |
| Continuing Ed | |
| Dues | |
| E & O Insurance | |
| Legal Fees | |
| Licenses | |
| Memberships | |
| Publications | |
| Resumes | |
| Seminars | |
| Other _____ | |
| Other _____ | |
| Other _____ | |
| Total | |
| Equipment | |
| Attache Case | |
| Calculator | |
| Camera | |
| Cell Phone | |
| Telephone | |
| Pager | |
| Other _____ | |
| Other _____ | |
| Total | |
| Telephone | |
| Cellular Phone | |
| Long Distance | |
| Pay Phone | |
| Other _____ | |
| Total | |

| Other Information | |
|-------------------|--|
| | |
| | |
| | |

Prepared By: _____

ATC Wegge, Ltd.
 265 Center Street
 Grayslake IL 60060
 Tel: (847) 223-0777 Fax: (847) 223-0782

01-07-2011