

Business Deductions

CLIENT _____ TAX YEAR _____

The purpose of this worksheet is to help you organize your tax information regarding your rental properties and other income.

Remember that for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include all the applicable expenses. DO NOT include expenses for which you have been **reimbursed, expect to be reimbursed, or are reimbursable**.

Pascarella & Pyrch-Bowlan Accounting Group, LLC's staff will still need all the supporting documentation.

Miscellaneous

Business Cards	
Clerical	
Computer Supplies	
Gifts	
Office Supplies	
Postage	
Photocopying	
Printing	
Repairs	
Shipping	
Stationery	
Other	
Other	
Other	
Total	

Telephone

Long Distance	
Faxes	
Pay Phone	
Cellular	
2 nd Line	
Beeper/Pager	
Other	
Other	
Other	
Total	

Equipment

Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Cell Phone	
Software	
Tape Recorder	
Telephone	
Other	
Other	
Other	
Total	

Professional

Dues	
Legal & Professional Services	
Licenses	
Memberships	
Publications	
Seminars	
Continuing Education	
Resumes	
Other	
Other	
Other	
Total	

Reminder: Please provide us with all of your incorporation paperwork, bylaws, partnership agreements, or operating agreements.

Other Information
