

Action Tax Services, LLC, 1833 Auburn Way N Ste T, Auburn WA

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Real Estate Agent - Tax Organizer

Name _____ Tax Year _____

Business Name _____

Sales

Advertising	
Appraisal Fees	
Business Cards	
Clerical	
Client Gifts/Cards	
Courier Service	
Referral Fees	
Loan Fees Paid	
Commissions Paid	
Photos	
Keys/Locksmith	
Lock Boxes	
Office Expenses	
Open Houses	
Rent paid	
Sales Assistant	
Repairs	
Signs/Flags/Banners	
Personal Food	
Food to clients	
Software	
Photocopying	
Printing	
Tools	
Stationery	

Professional

Dues	
E&O Insurance	
Legal Fees	
Licenses	
Memberships	
Multiple Listings	
Publications	
Continuing Education	
Seminars	
Health Insurance	
Officer Wages	
Payroll Tax Expense	
Other Wages	

Other

Business Travel/Lodging	
Rental Cars	
Parking and Tolls	
Dry Cleaning/Laundry	
Professional Fees Paid	
Bank/CC Fees/Interest	
Printing/Postage	
Meeting Expenses	

Communciations

Cell Phone	
Pager/Answering Serv	
Internet	

Equipment

Desk/Calculator/Case	
Computer	
Camera	
Chair	
Filing Cabinets	
Cell Phone	
Telephone/Fax	
Other	

Vehicle

Vehicle Description		
Beg of Year Odometer		
End of Year Odometer		
Total Miles		
Business Miles		
Daily Avg Round Trip		
Vehicle Leased?	Y	N
Previously Depreciated?	Y	N

If Prev. Depreciated, Actual Vehicle Expenses

Vehicle Purchase Price	
Repairs and Maintenance	
Auto Insurance	
License/Tabs	
Lease payments	
Interest	
Auto Club	