



REAL ESTATE AGENT TAX ORGANIZER

Your Name _____ Business Name _____ Tax Year _____

SALES	
Advertising	
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	
Rent	
Sales Assistant	
Signs/Flags/Banners	
Personal Food	
Food for Clients	
Software	
Photocopying	
Printing	
Tools	
Stationery	
SUBTOTAL	

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

COMMUNICATIONS	
Land Line	
Cell Phone	
Pager/Answering Service	
Internet	
SUBTOTAL	

EQUIPMENT	
Desk/Calculator/Case	
Computer	
Camera	
Chair	
Filing Cabinets	
Phone/Fax	
SUBTOTAL	

VEHICLE	
Vehicle Description	
Year Start Odometer	
Year End Odometer	
Total Miles	
Business Miles	
Average Daily Round Trip	
Vehicle Leased?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previously Depreciated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Previously Depreciated, Actual Vehicle Expenses	
Vehicle Purchase Price	
Repairs & Maintenance	
Auto Insurance	
License/Tabs	
Lease Payments	
Interest	
Auto Club	
SUBTOTAL	

OTHER	
Business Travel/Lodging	
Rental Cars	
Parking & Tolls	
Dry Cleaning/Laundry	
Professional Fees Paid	
Bank/Credit Cd Fees/Interest	
Postage	
Meeting Expenses	
SUBTOTAL	

Total of all Subtotals Above		
Mileage Expenses	miles x \$	per mile
Other		
GRAND TOTAL		