



## 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          |  |
|                     |  |
| <b>SUBTOTAL</b>     |  |

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

| COMMUNICATIONS          |  |
|-------------------------|--|
| Land Line               |  |
| Cell Phone              |  |
| Pager/Answering Service |  |
| Internet                |  |
| <b>SUBTOTAL</b>         |  |

| EQUIPMENT            |  |
|----------------------|--|
| Desk/Calculator/Case |  |
| Computer             |  |
| Camera               |  |
| Chair                |  |
| Filing Cabinets      |  |
| Phone/Fax            |  |
|                      |  |
| <b>SUBTOTAL</b>      |  |

| 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 |
| <b>If Previously Depreciated, Actual Vehicle Expenses</b> |  |
| Vehicle Purchase Price                                    |  |
| Repairs & Maintenance                                     |  |
| Auto Insurance  |  |
| License/Tabs  |  |
| Lease Payments  |  |
| Interest  |  |
| Auto Club   |  |
| <b>SUBTOTAL</b>   |  |

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

|                                     |                   |                 |
|-------------------------------------|-------------------|-----------------|
| <b>Total of all Subtotals Above</b> |                   |                 |
| <b>Mileage Expenses</b>             | <b>miles x \$</b> | <b>per mile</b> |
| <b>Other</b>                        |                   |                 |
| <b>GRAND TOTAL</b>                  |                   |                 |