

## Auto Sales Personnel Deductions

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 _____	
<b>Total</b>	

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 _____	
<b>Total</b>	
Equipment	
Attache Case	
Calculator	
Camera	
Cell Phone	
Telephone	
Pager	
Other _____	
Other _____	
<b>Total</b>	
Telephone	
Cellular Phone	
Long Distance	
Pay Phone	
Other _____	
<b>Total</b>	

