

**Whats Included in your Commission :**

If you are not sure which deductions you are entitled to, you may want to ask for a detailed breakdown of your paid commission so you know which expenses, (if any) were paid before your check was issued.

Code (801) **531390**

**Year Started:** \_\_\_\_\_

<b>Title or Field:</b> (800) _____	<b>Company:</b> (802) _____
<b>Address:</b> (803) _____	<b>Federal Tax ID:</b> (805) _____
<b>(if different)</b> _____	(44 / 1st YEAR) ACCT. METH. (7 / 1) {SP. (1) JOINT (2) CODE (10)}

**GROSS INCOME:** (1099-MISC. 's you received) (51) \$ \_\_\_\_\_

**Other Income:** (reimbursements, returns, etc.) (54) \$ \_\_\_\_\_

**DIRECT EXPENSES:**

- Advertising (bus. cards, news/directory adds, signs, banners) (56) \_\_\_\_\_
- Commissions (you paid & issued 1099-misc. 's) (60) \_\_\_\_\_
- Contract Labor (1099's you issued) (87) \_\_\_\_\_
- Employee Expenses (64) \_\_\_\_\_
- Insurance (E&O ins, bus. Ins., worker's comp) (66) \_\_\_\_\_
- Interest Other (67) \_\_\_\_\_
- Legal & Professional (tax prep/bookkeeping/legal fees) (69) \_\_\_\_\_
- Office Expense (receipt books, event/day planner, toner, paper) (70) \_\_\_\_\_
- Equipment Rental (paint sprayer, moving van, carpet cleaner) (58) \_\_\_\_\_
- Property Rent or Lease (storage, office space, desk fees) (72) \_\_\_\_\_
- Repairs (to client houses or your home-office) (73) \_\_\_\_\_
- Supplies (lock boxes, film / camera, flags, etc.) (74) \_\_\_\_\_
- Utilities & Telephone (77) \_\_\_\_\_

**TAXES PAID:**

- Sales Tax (43) \_\_\_\_\_
- Real Estate Tax (45) \_\_\_\_\_
- Licenses & Permits (R.E. or Business) (75) \_\_\_\_\_
- Payroll Taxes:** (from Payroll Returns)
- FICA \_\_\_\_\_ ETT & UI \_\_\_\_\_
- Medicare \_\_\_\_\_ FUTA \_\_\_\_\_
- Total Payroll Taxes =** (41) \_\_\_\_\_

**TRAVEL EXPENSES:** (over-night/out-of-town/seminars/training)

- Air Fare \_\_\_\_\_ Hotel / Motel \_\_\_\_\_
- Bus, Taxi, etc. \_\_\_\_\_ = (76) \_\_\_\_\_
- Meals and Entertainment of Clients (81) \_\_\_\_\_
- Wages (W-2 Employees Only) (78) \_\_\_\_\_

**OTHER EXPENSES:**

- Bank Charges (business account) (203) \_\_\_\_\_
- Dues, Books, Publications (mags, books, stores, assoc. dues) (205) \_\_\_\_\_
- Education (seminars, training, etc.) (90) \_\_\_\_\_
- Janitorial (carpet cleaning) (206) \_\_\_\_\_

- Laundry & Cleaning (professional attire) (207) \_\_\_\_\_
- Outside Services (Non-1099 Labor) (209) \_\_\_\_\_
- Security & Safety (Mace) (213) \_\_\_\_\_
- Promotions / PR (events, sponsorships) (90) \_\_\_\_\_

**Client Expenses:** (Expenses you paid to assist in a Sale: closing costs, admin./processing fees, home warranties / insp. costs, client gifts)

_____	(90)	_____	(90)	_____	(90)
_____	(90)	_____	(90)	_____	(90)

**NEW EQUIPMENT:** List Items Date Cost Bus. % (Use back of form if more space is needed)

List Items	Date	Cost	Bus. %

**Vehicle Information**

**Yr / Make / Model** \_\_\_\_\_

Lease / Purchase \_\_\_\_\_ Date: \_\_\_\_\_

Lease Fees \_\_\_\_\_ Price: \_\_\_\_\_

**Interest Paid** \_\_\_\_\_ Insurance \_\_\_\_\_

**Registration** \_\_\_\_\_ Repairs \_\_\_\_\_

**Parking/Tolls** \_\_\_\_\_ Gas \_\_\_\_\_

**ODOMETER: START:** \_\_\_\_\_ **END:** \_\_\_\_\_

Total Miles: \_\_\_\_\_ Business Miles: \_\_\_\_\_

**Yr / Make / Model** \_\_\_\_\_

Lease / Purchase \_\_\_\_\_ Date: \_\_\_\_\_

Lease Fees \_\_\_\_\_ Price: \_\_\_\_\_

**Interest Paid** \_\_\_\_\_ Insurance \_\_\_\_\_

**Registration** \_\_\_\_\_ Repairs \_\_\_\_\_

**Parking/Tolls** \_\_\_\_\_ Gas \_\_\_\_\_

**ODOMETER: START:** \_\_\_\_\_ **END:** \_\_\_\_\_

Total Miles: \_\_\_\_\_ Business Miles: \_\_\_\_\_