

Tax Matters



2052 Newport Boulevard, Suite 6, Costa Mesa, California 92627-7158

AUTOMOBILE SALESPERSON

Client:

ID#:

Tax Year:

The purpose of this worksheet is to help you organize your tax deductible business expenses and **maximize your deductions**. 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.

Business Expenses		Meals & Entertainment	
	Advertising (Print/Radio/TV)		Meals (Tab Picked Up)
	Agency Charges for F&I and Trades		Entertainment, Meals (You Attended)
	Agency Charges for Promotional Items		Entertainment, Tickets (Given Away)
	Banners & Flags		Entertainment, Tickets (You Attended)
	Batteries, Pager & Flashlight		Other
	Beverages, Coffee & Sodas		Other
	Business Cards		TOTAL
	Charge Backs, Commission		Overnight Travel
	Charge Back, Warranties		Travel - Air Fare, Train, Bus, Taxi, Car
	Cleaning Equipment		Travel - Hotel
	Commission Splits		Travel - Laundry
	Courtesy Recondition		Travel - Mileage
	Flashlight		Travel - Tips
	Gasoline, Client's Vehicle		Travel Carts to Carry Equipment
	License, Auto Sales		TOTAL
	Pager, Rental & Air Time Fees		Vehicle Expenses
	Pens & Pencils		Description of Vehicle
	Postage		Date Placed in Service
	Printing, Flyers		Odometer Reading 1/1
	Promotional Items		Odometer Reading 12/31
	Sales Inducements		Total Miles
	Seminars		Business Miles
	Stationery		Commuting Miles
	Support Shoes		Daily Average Round Trip Commute
	Team Sales Incentives		Personal Miles
	Telephone (Business Use)		Vehicle Leased?
	Telephone, Cellular Air Time		Vehicle Owned?
	Thank You, Birthday & Other Cards		Vehicle Depreciated in Prior Year
	Tips (Lot Porters & Detailer)		Lease Payments
	Uniforms (Dealer Required with Logo)		Interest
	Union Dues		Auto Club
	Washes, Waxes, and Polish		Auto License/Registration
	(Client & Demo Cars)		Gas, Lube, Oil
	Other Items: List Below		Insurance
	Other		Parking & Tolls
	Other		Repairs & Maintenance
	Other		Smog Certificate
	Other		Tires
	Other		Towing
	TOTAL		Warranty