

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: _____

Real Estate Title: (800) _____

Company Name: (802) _____

Address (if different) (803) _____

Employer ID #: (805) _____

(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 & gave 1099-misc.'s for) (60) _____
Contract Labor (1099's Only / Same as Above) (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 (for 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 (Real Estate, 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)

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

Table with 5 columns: List Items, Date, Cost, Bus. %, and a blank column for notes. Includes a note to use the back of the form if more space is needed.

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: _____