

Tax Organizer—Realtor

Name:

Tax Year:

Principal Business:

Business Name and Address:

Date Business Started (if started this year):

Part 1—Income

Salary and Wages (attach Forms W-2)

Commission Income (attach Forms 1099-MISC)

Other:

Wages Paid

Other:

Other:

Other:

Part 2—Deductions

Advertising

Bank Charges

Business Cards

Calculator

Commissions Paid

Contract Labor

Courier/Delivery Fees

Gifts (list recipients and amounts)

Education/Training (only if required for employment)

Keys/Locksmith

Map Books

Licenses

Multiple Listing Membership

Office Expenses

Open House Costs

Postage

Photocopying

Photography Costs

Professional Dues and Memberships

Referral Fees

Rent

Signs

Stationery

Subscriptions

Telephone and Other Communication Devices (such as pagers, personal digital assistants, etc.). Include the cost of service only. List the cost of any devices purchased this year in Part 3.

Travel for Business Trips Away from Home (airfare, rent car, hotel, meals, cabs, tips, laundry, etc.)

Part 3—Business Assets Purchased During the Year (computer, cell phone, desk, etc.)

Description and Business Use Percentage

Date Acquired

Cost

Part 4—Vehicle Information

Vehicle Description:

Odometer Reading at End of Year

Odometer Reading at Beginning of Year

Total Miles Driven for Realtor Business

Part 5—Car Expenses (actual costs for the year)

Gas

Insurance

Repairs and Maintenance

Lease Payments

Parking (business-related only)

Other:

Part 6—Home Office Expenses (must meet certain tests to deduct)

Mortgage Interest

Property Taxes

Utilities (not listed in Part 3)

Repairs and Maintenance

Other:

Other:

Part 7—Other Information