

TAX ORGANIZER- REAL ESTATE

CLIENT _____

TAX YEAR _____

ADVERTISING-MAGAZINES		OUTSIDE SERVICE	
ADVERTISING-OTHER		PAGING SERVICE	
ADVERTISING-PAPER		PHOTOCOPYING	
ADVERTISING-SIGNS		PHOTOGRAPHY SERVICES & SUPPLIES	
ADVERTISING-VIDEO ACCESSORIES		POCKET TOOLS	
ADVERTISING-VIDEO TAPES/DVD'S		POSTAGE	
APPRAISAL FEES		PRINTING	
AUTO EQUIPMENT HOLDERS		PROFESSIONAL SERVICES	
BANK CHARGES (BUSINESS ACCOUNT)		PUBLICATIONS-BOOKS & MANUALS	
BOARD DUES		PUBLICATIONS-TRADE BOOKS	
BOARD FEES		REFERRAL FEES	
BOOKKEEPING FEES		REPAIRS ON LISTED PROPERTIES	
BRIEFCASE		SIGNS, FLAGS, BANNERS	
BUS TOURS		SOFTWARE	
BUSINESS CARDS		STATE INDUSTRIAL INSURANCE SYSTEM-W.C.	
BUSINESS CREDIT CARD FEE		STATIONARY SUPPLIES	
CASUAL LABOR		TELEPHONE-ANSWERING SERVICE	
CLIPBOARDS		TELEPHONE-CELLULAR CHARGES	
COMMISSIONS-PAID		TELEPHONE-CELLULAR PHONE PURCHASE	
COMMISSIONS-SPLITS		TELEPHONE-FAX EXPENSES	
DELIVERY/COURIER SERVICES		TELEPHONE-LONG DISTANCE CHARGES	
DUES-PROFESSIONAL SOCIETIES		TELEPHONE-PAY PHONE CHARGES	
EDUCATIONAL MILES @ XXX PER MILE		TOOLS	
EDUCATION-BOOKS		TRANSPORTATION EXPENSES	
EDUCATION-CE COURSES		TRAVEL AWAY FROM HOME OVERNIGHT	
EDUCATION-CONVENTIONS		TRAVEL @ XXX PER MILE	
EDUCATION-PROFESSIONAL DEVELOPMENT		T-SHIRTS WITH EMBLEMS	
EDUCATION-SEMINARS		UNIFORMS-DRY CLEANING	
EMBLEMS FOR UNIFORMS		UNIFORMS-LAUNDRY @ \$1 PER LOAD	
ENTERTAINMENT		UNIFORMS-SHIRTS, SHOES	
EQUIPMENT RENTALS		UNIFORMS-REPAIRS	
EQUIPMENT REPAIRS		UNIFORMS-PINS	
FINDERS FEES		UNIFORMS-PURCHASES	
FLASHLIGHT (NIGHT SHOWINGS)		UNIFORMS-TIES	
FLOWERS (\$25 MAX PER PERSON)		UTILITIES	
FREIGHT			
GIFTS (\$25 MAX PER PERSON)			
HOUSEWARMING PRESENTS (\$25 PER PERSON)			
IDENTIFICATION CASE		EQUIPMENT DEPRECIATION FROM PRIOR YEARS	
LEGAL FEES		EQUIPMENT PURCHASED THIS YEAR	
LICENSE			
LOCK BOXES, KEYS, LOCKSMITHS			
MAPS/MAPBOOKS		TOTAL MILEAGE FOR YEAR	
MEMBERSHIPS & DUES			
MLS DUES			
MLS FEES			
NOTARY FEES			
OFFICE SUPPLIES-NOTEBOOKS			
OFFICE SUPPLIES-OTHER		GROSS INCOME:	
OFFICE SUPPLIES-PENS, PENCILS			