

# OUT SIDE SALE

## COMMUNITY INCOME TAX SERVICE

### **Auto Travel (Mileage)**



### **Supplies & Expenses**



Between Jobs or Job Locations		Advertising	
Client Meetings		Bank Charges	
Continuing Education		Bookkeeping	
Job Search		Business Meals (Enter 100% of expense)	
Out of Town Business Trips		Business Cards & Printing	
Purchasing Job Supplies & Materials		Clerical Services & Software	
Professional Society Meetings		Computer Service & Supplies	
Parking Fees & Tolls (\$)		Entertainment (50% deductible)	
Other:_____		Data Base and Sales lead Lists	

### **Travel - Out Of Town**

Airfare		Equipment Repair	
Car Rental		FAX Supplies	
Parking & Tolls		On-Line Service Charges	
Taxi		Gifts & Greeting Cards	
Train		Legal & Professional Services	
Bus & Subway		Office Expenses	
Lodging (do not include meals)		Photocopy Expense	
Meals (do not combine with lodging)		Postage	
Porter, Bell Captain		Rent	
Laundry		Shipping	
Telephone		Trade Publication & Map Book	
Other:_____		Other:_____	

### **Educational Costs**

Correspondence Course Fees		<b>Telephone Expenses</b>	
Course Registration		Cellular Phone Charges	
Materials & Supplies		Fax Transmissions	
Photocopy Expense		Paging Service	
Reference Material		Pay Phone	
Textbooks & Seminar Costs		Toll Calls	
		Other:_____	

### **Professional Fees & Dues**

Motivational Tapes		Association Dues	
Other:_____		License	

### **Equipment Purchases**

Answering Machine		Union Dues	
Calculator		Other:_____	

### **Miscellaneous Expenses**

FAX Machine		Liability Insurance - Business	
Pager & Telephone		Books & Magazine Subscriptions	
Computers & Printer		Professional Subscriptions	
Other:_____		Resume`	

### **Attestation and Signature: ការស្នើចុះសហគ្រួសារ**

To the best of my knowledge the enclosed information is correct and includes all income, deductions, and other informaton necessary for the preparation of this year's income tax returns for which I have adequate records.

Your signature:\_\_\_\_\_

Spouse's signature\_\_\_\_\_