

Real Estate Agent Small Business/Schedule C Worksheet

Send last year's Schedule C or tax return if you operated the business previously and we did not prepare the previous tax return for you. **TOTAL BLOCKS** will be completed by Tax Preparer

Name of Business:	Type of Business:
Does this business belong to you or your spouse?	Address of Business:

Gross Income (provide any 1099's)	\$	Other Income	\$
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Advertising		Office Expense		Travel	
Signage	\$	Office Fees	\$	Conference Travel Costs	\$
Direct Mail	\$	Secretarial Fees	\$	Outside Local Area Travel	\$
Flyers	\$	Copying Expenses	\$	Other Travel	\$
Business Cards	\$	Printing Costs	\$	Total Travel	
Promotional Items	\$	Dues and Publications	\$	Meals and Entertainment	\$
Print Advertising	\$	Postage and Shipping	\$	Client Entertainment	\$
Classified Advertising	\$	Other Office	\$	Client Meals	\$
Misc. Advertising	\$	Other Office	\$	Other Meals	\$
Total Advertising		Total Office Expense		Total Meals	
Car and Truck	\$	Pension and Profit Sharing Plans	\$	Utilities – Outside of Home	
Commission and Fees	\$	Rent or Lease of Office	\$	Power	\$
Contract Labor	\$	Repairs/Maintenance	\$	Telephone	\$
Employee Benefit Programs	\$	Supplies	\$	Total Utilities	
Business Insurance	\$	Office Supplies	\$	Wages Paid to Employees	\$
Insurance: Type	\$	Paper Supplies	\$	Other: Bank Charges	\$
Errors and Omission Insurance	\$	Computer Supplies	\$	Other: Client Gifts	\$
Self Employed Health Insurance	\$	Other Supplies	\$	Other: Courier Costs	\$
Mortgage Interest	\$	Total Supplies	\$	Other: Keys and Locksmiths	\$
Other Interest	\$	Taxes and Licenses		Other: Lockboxes	\$
Legal & Professional Services		Real Estate License	\$	Other: Education	\$
Legal Fees	\$	Other Licenses	\$	Other: Photographs	\$
Accounting Fees	\$	Personal Property Taxes	\$	Other: Open Houses	\$
MLS Fees	\$	Payroll Taxes	\$	Other: Cell Phone	\$
Other Legal	\$	Personal Property Taxes	\$	Other: Internet	\$
Total Legal & Professional		Total Taxes And Licenses		Other:	\$

Vehicle Expense - Mileage rate for 2011 is 55.5 cents per mile.

Year & Make and Model Vehicle		Do you have evidence to support the deduction?	Yes or No
Date First Used for Business:		Is this evidence written?	Yes or No
Type of Vehicle: Car, Van, Truck		Is another vehicle available for personal use?	Yes or No
Total Mileage		Was the vehicle available for personal use during off duty hours?	Yes or No
Business Mileage		Was the vehicle leased?	
Commuting Mileage		Was the vehicle used for hire?	Yes or No
Personal Mileage		Actual Expenses: Gas, Oil, Repairs, Insurance, ect.	\$

Home Office

Area Used for Business - Square Footage/Room	Sq/ft	Mortgage Interest	\$
Total Area - Square Footage of Home	Sq/ft	Real Estate Taxes	\$
Number of Days in Year Office was in Home		Insurance – Homeowners/Renters	\$
Date of Using Room as Home Office	\$	Repair and Maintenance	\$
Fair Market Value of Home with Home Office	\$	Utilities Except Water per Month	\$
Cost of Home with Home Office	\$	Rent Paid for Year	\$
Improvement to Home Office	\$	Other Specify:	\$
Land Value on Property Tax Statement	\$	Other Specify:	\$
Building Value on Property Tax Statement	\$	Other Specify:	\$

Depreciable Equipment

Item	Date Placed In Service	Cost	Item	Date Placed In Service	Cost
Computer	/ /	\$	Cell Phone	/ /	\$
Printer	/ /	\$	Pager	/ /	\$
Fax	/ /	\$	Furniture	/ /	\$
Camera	/ /	\$	Other	/ /	\$

Small Business Comments and Other Expenses:
