

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:	

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.)	

Wages Paid	
Other:	
Other:	
Other:	

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
