

**B**

**Boik Tax Service CPA LLC**

13916 Olive Blvd.

Chesterfield, MO 63017

Phone: (314)434-1040

Fax: (314)453-0837

**Real Estate Expenses**

\$ _____	ADVERTISING (TELEVISION, CABLE & WEB)
\$ _____	APPRAISAL
\$ _____	BOARD MEETING EXPENSES
\$ _____	BRIEFCASE/ ATTACHÉ CASE
\$ _____	BUSINESS CARDS
\$ _____	CABLE/ SATELLITE /DIRECT TV EXPENSES
\$ _____	CALCULATOR
\$ _____	CAMERA & VIDEO EXPENSES
\$ _____	CELL PHONE SUPPLIES
\$ _____	CHRISTMAS CARDS, BIRTHDAY CARDS, ETC
\$ _____	CLIENT FOLLOW-UP
\$ _____	COMMISSIONS PAID
\$ _____	COMPUTER/ PRINTER
\$ _____	SOFTWARE-DISCS/ PACKAGES/ DOWNLOADS
\$ _____	CONTINUING EDUCATION
\$ _____	CONVENTION REGISTRATION & EXPENSES
\$ _____	GIFTS (NOT TO EXCEED \$25 PER)
\$ _____	HOME FRONTS
\$ _____	INSURANCE (ERRORS AND OMISSIONS) & SELF-EMPLOYED HEALTH
\$ _____	INTERNET COSTS
\$ _____	INTEREST ON CREDIT CARDS—RELATING TO BUSINESS
\$ _____	KEYS MADE
\$ _____	LICENSE
\$ _____	LUNCHESS & DINNERS FOR CLIENTS—INCLUDING BBQ'S & DRINKS
\$ _____	MISC. EXPENSES
\$ _____	MULTI-LIST
\$ _____	NAME TAGS
\$ _____	OFFICE SUPPLIES
\$ _____	VOICEMAIL
\$ _____	PARKING & BRIDGE TOLLS
\$ _____	PHOTOGRAPH EXPENSES
\$ _____	POSTAGE
\$ _____	PROFESSIONAL SERVICES (ATTORNEY, ACCOUNTING & TAX PREP)
\$ _____	PROMOTIONAL ITEMS (PENS, CALENDARS, ETC)
\$ _____	REAL ESTATE BOARD DUES/WOMEN'S COUNCIL, ETC
\$ _____	REFERRAL FEES
\$ _____	RENT
\$ _____	REPAIRS
\$ _____	SIGN EXPENSE—CARD & YARD
\$ _____	STATIONERY
\$ _____	SUBSCRIPTIONS & TRADE JOURNALS
\$ _____	SUIT DAMAGES (COURT EXPENSES)

\$ \_\_\_\_\_ SUNDAY & WEEKLY NEWSPAPERS  
 \$ \_\_\_\_\_ SUPRA EXPENSES  
 \$ \_\_\_\_\_ TELEPHONE EXPENSES  
           \$ \_\_\_\_\_ CELL/DATA SERVICE  
           \$ \_\_\_\_\_ LONG DISTANCE CALLS (HOME) CALL WAITING/FORWARDING  
 \$ \_\_\_\_\_ TICKETS TO SHOWS, SPORTS EVENTS, ETC  
 \$ \_\_\_\_\_ TOUR EXPENSE  
 \$ \_\_\_\_\_ TUITION  
 \$ \_\_\_\_\_ WAGES- SECRETARY FEES

**DID YOU HAVE OUT OF TOWN EXPENSES SUCH AS AIRPLANE, TAXI, BUS OR CAR RENTAL?**

**DID YOU HAVE LODGING, MEALS, TIPS. LAUNDRY AND CLEANING? DID YOU HAVE BAGGAGE TIPS OR PURCHASE NEW LUGGAGE FOR BUSINESS?**

**DID YOU HAVE TO PAY OUT ANY EXPENSE ON YOUR BUYER OR SELLER'S HOUSE IN ORDER TO CLOSE THE DEAL?**

**AUTOMOBILE**

\$ \_\_\_\_\_ COST OF CAR- IF NEW, SALES TAX  
 \_\_\_\_\_ 100% MILEAGE FOR YEAR  
           \_\_\_\_\_ AMOUNT OF BUSINESS

**AUTOMOBILE EXPENSES**

\$ \_\_\_\_\_ ANTI-FREEZE—FLOOR MATS, ETC  
 \$ \_\_\_\_\_ CASUALTY OR COMPREHENSIVE LOSS (DEDUCTIBLE COSTS)  
 \$ \_\_\_\_\_ EMISSIONS  
 \$ \_\_\_\_\_ GARAGE RENT  
 \$ \_\_\_\_\_ GASOLINE EXPENSE  
 \$ \_\_\_\_\_ INSURANCE  
 \$ \_\_\_\_\_ INTEREST ON PAYMENTS  
 \$ \_\_\_\_\_ LEASE PAYMENTS  
 \$ \_\_\_\_\_ LICENSE AND INSPECTION  
 \$ \_\_\_\_\_ OIL & LUBRICATION  
 \$ \_\_\_\_\_ PERSONAL PROPERTY TAX  
 \$ \_\_\_\_\_ REGISTRATION FEES  
 \$ \_\_\_\_\_ RENTAL CAR  
 \$ \_\_\_\_\_ REPAIRS, TUNE-UPS, MAINTENANCE  
 \$ \_\_\_\_\_ TIRES—NEW OR USED  
 \$ \_\_\_\_\_ TOWING  
 \$ \_\_\_\_\_ WASHES AND WAXES  
 \$ \_\_\_\_\_ MISC. EXPENSES