

STATEMENT OF SUPPORT	TAX YEAR
<b>SALES REPRESENTATIVES WORKSHEET</b>	

TAXPAYER NAME	SSN

PROFESSIONAL FEES & DUES	
ASSOCIATION DUES	
LICENSE	
UNION DUES	
OTHER:	
SUPPLIES & EXPENSES	
ADVERTISING (BUS CARDS, WEBSITE, POSTCARDS, ETC)	
BANK CHARGES	
BOOKKEEPING	
BUSINESS MEALS (ENTER 100% OF EXPENSE)	
BUSINESS ENTERTAINMENT	
CLERICAL SERVICE	
COMPUTER SOFTWARE/SUPPLIES	
CUSTOMER LIST	
EQUIPMENT REPAIR	
OFFICE EXPENSE (PENS, PAPER, STATIONARY, ETC)	
GIFTS	
LEGAL & PROFESSIONAL SERVICES	
POSTAGE/SHIPPING	
RENT (OFFICE SPACE)	
TRADE PUBLICATIONS	
OTHER:	
OTHER:	
OTHER:	
EQUIPMENT PURCHASES	
CELL PHONE/TABLET	
COMPUTER	
ANSWERING/FAX MACHINE	
CALCULATOR	
COPY/FAX MACHINE	
TELEPHONE	
OTHER:	
OTHER:	
TELEPHONE EXPENSES	
CELLULAR CALLS (ANNUAL TOTALS)	
FAX TRANSMISSIONS	
TOLL CALLS	
HOME PHONE (BASE RATE)	
HOME PHONE (OTHER THAN BASE RATE)	
OTHER:	
CONTINUING EDUCATION	
CORRESPONDENCE COURSE FEES	
MATERIALS/SUPPLIES/TEXT BOOKS	
COURSE REGISTRATION/TUITION	
SEMINAR FEES	
OTHER:	

TRAVEL COSTS – AWAY FROM HOME			
AIRFARE			
BUS/SUBWAY/TRAIN			
CAR RENTAL			
LAUNDRY			
LODGING			
MEALS			
PORTER/BELL CAPTION			
TAXI/UBER/LYFT			
OTHER:			
MILEAGE		VEHICLE 1	VEHICLE 2
VEHICLE DESCRIPTION			
DATE PLACED IN SERVICE			
TOTAL ANNUAL MILES			
COMMUNITING TO/FROM WORK			
BETWEEN JOBS/LOCATION			
CLIENT/JOB MEETINGS			
CONTINUING EDUCATION			
JOB SEEKING			
OUT OF TOWN BUSINESS TRIPS			
PURCHASING JOB SUPPLIES			
PARKING/TOLLS (\$ ONLY)			
MISCELLANEOUS EXPENSES			
RESUME – JOB SEEKING			
LIABILITY INSURANCE – BUSINESS			
SUBSCRIPTIONS			
OTHER:			
HOME OFFICE ONLY			
TOTAL AREA SQ FT			
<small>Measure Entire Living Area of Home &amp; Calculate Total</small>			
BUSINESS AREA SQ FT			
<small>Total Business Use Only</small>			
HOUSEHOLD EXPENSES		AMOUNT	
MORTGAGE INTEREST			
<small>Home Owners Only</small>			
PROPERTY TAXES			
<small>Home Owners Only</small>			
RENT			
INSURANCE			
<small>Home Owners Policy, Renters Ins, Liability or Fire</small>			
UTILITIES			
<small>Gas, Electric, Water, Sewer, Garbage, Wood, Cable, etc</small>			
REPAIRS & MAINTENANCE			
<small>Painting, Minor Repairs, Trash, Lawn Service, Pool/Spa</small>			
OTHER:			

**J & C TAX SERVICES**  
 3400 BRADSHAW RD STE A-5  
 SACRAMENTO, CA 95827  
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