

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

TAXPAYER NAME	SSN

PROFESSIONAL FEES & DUES	
ASSOCIATION DUES	
LICENSE	
UNION DUES	
OTHER DUES (AMAZON, COSTCO, SAM'S CLUB, AAA, ETC)	
LIABILITY INSURANCE	
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:	

EQUIPMENT PURCHASES	
CELL PHONE/TABLET	
COMPUTER	
ANSWERING/FAX MACHINE	
CALCULATOR	
COPY/FAX MACHINE	
TELEPHONE	
OTHER:	

COMMUNICATION EXPENSES	
CELLULAR CALLS (ANNUAL TOTALS)	
FAX TRANSMISSIONS	
TOLL CALLS	
HOME PHONE (OTHER THAN BASE RATE)	
INTERNET (ALL YEAR)	
OTHER:	

CONTINUING EDUCATION	
CORRESPONDENCE COURSE FEES	
MATERIALS/SUPPLIES/TEXTBOOKS	
COURSE REGISTRATION/TUITION	
SEMINAR FEES	
OTHER:	

TRAVEL COST – AWAY FROM HOME	
AIRFARE	
BUS/SUBWAY/TRAIN/TAXI/RIDESHARE	
CAR RENTAL	
LAUNDRY	
LODGING	
MEALS	
PORTER/BELL CAPTION	
OTHER:	

HOME OFFICE ONLY	
TOTAL AREA SQ FT OF HOME	
TOTAL BUSINESS SQ FT OF HOME	

HOUSEHOLD EXPENSES	
MORTGAGE INTEREST (Homeowners Only)	
PROPERTY TAXES (Homeowners Only)	
RENT	
INSURANCE (Homeowners Policy, Renters Ins, Liability or Fire)	
UTILITIES (Gas, Electric, Water, Sewer, Garbage, Wood, T.V., etc.)	
REPAIRS & MAINTENANCE (Painting, Repairs, Trash, Lawn Service, Pool/Spa, pest)	
OTHER:	

MILEAGE		VEHICLE 1	VEHICLE 2
VEHICLE YEAR/MAKE/MODEL			
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 (BUSINESS ONLY)			
OTHER:			
ACTUAL EXPENSES (FULL YEAR)	GAS, OIL LUBE		
	REPAIRS		
	TIRES		
	INSURANCE		
	MISC (CAR WASH, ETC)		
	VEHICLE REGISTRATION		
VEHICLE RENT/LEASE			

**J & C TAX SERVICES**  
 3400 BRADSHAW RD STE A-5  
 SACRAMENTO, CA 95827  
 (916) 573-4829