

**BUSINESS EXPENSES OF INSURANCE SALES**

NAME: \_\_\_\_\_ YEAR: \_\_\_\_\_

SUPPLIES

Business Cards \$ \_\_\_\_\_  
Briefcase \_\_\_\_\_  
Computer software & supplies \_\_\_\_\_  
Map book \_\_\_\_\_  
Stationery \_\_\_\_\_  
Samples \_\_\_\_\_  
Other: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

LEGAL & PROFESSIONAL SERVICES

Bookkeeping \_\_\_\_\_  
Clerical service \_\_\_\_\_  
Legal \_\_\_\_\_  
Referral fees \_\_\_\_\_  
Tax preparation fees \_\_\_\_\_  
Other: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

MEALS & ENTERTAINMENT

Business meals \_\_\_\_\_  
Entertainment \_\_\_\_\_  
Other: \_\_\_\_\_  
Overnight Business Meals  
& Ent (from pg 2) \_\_\_\_\_  
TOTAL: \_\_\_\_\_

TELEPHONE

Answering service \_\_\_\_\_  
Beeper/pager \_\_\_\_\_  
Cellular \_\_\_\_\_  
Faxes \_\_\_\_\_  
Monthly base 2nd line \_\_\_\_\_  
Toll Calls \_\_\_\_\_  
Phone Cards \_\_\_\_\_  
Other: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

PROMOTION

Advertising \_\_\_\_\_  
Flowers & Gifts\* \_\_\_\_\_  
Holiday greeting cards \_\_\_\_\_  
Other: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

\* Gifts are limited to a \$25 per individual per year.

If you have any questions, please call:

**GrimesTax**  
**Enrolled Agent**  
**2570 Gladiator Drive**  
**Fenton, MO 63026**  
**(636) 225-1114 Fax: (636) 225-1700**

DUES AND SUBSCRIPTIONS

Association dues \$ \_\_\_\_\_  
Chamber of commerce \_\_\_\_\_  
License \_\_\_\_\_  
Professional subscriptions \_\_\_\_\_  
Technical books \_\_\_\_\_  
Other: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

CONTINUING DEVELOPMENT

Correspondence course fees \_\_\_\_\_  
Registration \_\_\_\_\_  
Seminar fees \_\_\_\_\_  
Textbooks \_\_\_\_\_  
Tuition \_\_\_\_\_  
Other: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

REPAIRS & MAINTENANCE

Computer \_\_\_\_\_  
Copy machine \_\_\_\_\_  
Office equipment \_\_\_\_\_  
Other: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

UNCLASSIFIED

Bank Charges \_\_\_\_\_  
Customer lists \_\_\_\_\_  
Liability insurance \_\_\_\_\_  
Office expenses \_\_\_\_\_  
Postage & shipping \_\_\_\_\_  
Rent \_\_\_\_\_  
Other: \_\_\_\_\_  
TOTAL: \_\_\_\_\_

EQUIPMENT PURCHASES

	<u>Business %</u>	<u>DATE</u>
Cellular phone	_____	_____
Computer	_____	_____
Copy machine	_____	_____
Telephone	_____	_____
Camera	_____	_____
Other: _____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL:	_____	_____

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