

Heintz Tax Service

2020 REAL ESTATE AGENT CHECKOFF LIST

- 1 Advertising - newspapers, business cards, shirts, hats, team sponsors, signs, flags and banners. Yellow page advertising should be on your telephone bill. Also see donation explanation.
- 2 Car & Truck Expenses - you can deduct the cost of using your vehicle for business. You will either use the IRS standard mileage rate or your actual expenses such as gas, oil, repairs, insurance, etc. *Regardless* of which method you use, we **need your business miles and the total of all miles for the year for each vehicle you use because both of these methods use only the business portion as a deduction.** We will also need your business vehicle's excise tax and any interest paid.
- 3 Donations - to non-profit organizations made in your business name. The IRS says that individual business owners cannot take a business deduction for donations they make – however, if you get **recognition in writing** for your donation (such as a published list of thank-you to sponsors, a listing in a program, etc.) then that qualifies as advertising and you can get a tax deduction for that type of donation.
- 4 Equipment Purchases - any major purchases you made (this would include any items you bought which will last for more than one year). Please list each item separately and provide date bought, cost, description, and if you traded anything towards it, we would also need to see the paperwork showing the trade in allowance. Examples: computer, fax machine, cameras.
- 5 Equipment Sold - did you sell (or abandon) any business equipment in 2020 that you had bought in previous years? We will need to know what was sold, date sold, and how much you received.
- 6 Education expenses for seminars and continuing education
- 7 Insurance - this may include business liability, worker's compensation, errors and omissions (E&O). Please list separately.
- 8 Interest Paid on Business Loans - such as start-up loans, equipment loans, and credit cards used solely for your business.
- 9 Leased or Rented Equipment - if you have leased or rented any equipment to be used in your business, we will need to see the paperwork on the lease. The equipment might be a vehicle, construction equipment or office equipment.
- 10 Legal & Professional fees - lawyers, permits, accountants, tax preparation.
- 11 Dues - realtor associations, professional associations and MLS listings & fees.
- 13 Office in Your Home - if you qualify for this deduction we will need to know:

Square footage of your home	Square footage of area used for business
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- 14 Office Expenses - envelopes, paper, pens, office supplies, postage, business bank fees, publications, etc.
- 15 Commissions, Escrow Fees, Referrals, and outside labor - the amount you paid people who were not on your payroll to help you in your business. The IRS strongly suggests giving all employees 1099s, regardless of how much you paid them, in order to protect your tax deduction.
- 16 Rent of Machinery or Equipment - used in your business for a short period of time.
- 17 Rent – on other business property such as the building or land that your business uses.

18 Repairs - to all of your business equipment whether it's office equipment or equipment to do your job. Please detail your projects.

19 Misc. Expenses - cost of films, developing, keys, water tests, lock boxes, map boxes, etc. Please list each separately. 22 Taxes - such as property taxes on business and business equipment, etc. Please list separately.

20 Telephone and cellular phones, pagers and answering services - if you run your business out of your home. You can deduct additional features, such as call forwarding, that you have to pay for. You can no longer deduct long distance calls on your land line. If you have 2 phone lines into your home, then you can pick one to be your business phone (for tax purposes) and the other will be personal. If you have a cellular phone you may deduct 100% of the cost if it is used 100% for your business, otherwise you will only be able to deduct the business percentage.

21 Travel for Business Purposes - airfare, motel, meals (must be listed separately), tolls, parking, etc. If you go to a seminar and stay extra time to see family or friends, you cannot deduct motel or meal costs for the extra time. Airfare and other travel costs can be deducted though.

22 Food for open houses, business meals, etc. Please group by type.

23 Medical Insurance - if you are self-employed and pay for your own medical insurance, we need to know how much you pay and who you pay. If on Marketplace – include the 1095A

25 Gifts given to clients - cost of gifts can't exceed \$25 per family per year.

Generally, anything you have spent for your business is probably a tax deduction for your business. Since every business is unique you may have some items that we have not mentioned above. Please write them down and tell us about them.