



H & R Pye's Tax Service

20145 REAL ESTATE AGENT CHECKOFF LIST

Bath, Maine Telephone 207-443-6183

Please note if you are planning to mail in or drop off your tax information and papers - instead of having an appointment with us - **YOU MUST ANSWER ALL of the questions on this Checkoff list** . Simply checking off or Xing the questions does not tell us what we need to know. Please put down the answer, not applicable or none. If you need more room please attach a separate piece of paper and number your answers according to the question.

- A **TOTAL INCOME FOR BUSINESS** - whether paid by check or cash. Report only what you received in 2015. If the work was done in 2015 but you were not paid until 2016, then that is 2016 income.
- B **EXPENSES**
- 1 **If you want us to do your W-2s and/or 1099s we need the information by January 19, 2016. These statements must be mailed by you to the recipients by January 31, 2016.**
 - 2 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
 - 3 Car & Truck Expenses - you can deduct the cost of using your vehicle for business. You will either use the IRS standard mileage rate of \$.575 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.
 - 4 Donations - to non profit organizations made in your business name. The IRS says that individual business owners can not 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 yous to sponsors, a listing in a program etc) than that qualifies as advertising and you can get a tax deduction for that type of donation.
 - 5 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 will also need to see the paperwork showing the trade in allowance. Examples: computer, fax machine, cameras
 - 6 Equipment Sold - did you sell (or abandon) any business equipment in 2015 that you had bought in previous years? We will need to know what was sold, date sold, and how much you received.
 - 7 Education expenses for seminars and continuing education
 - 8 Insurance - this may include business liability, worker's compensation, errors and omissions (E&O). Please list separately.
 - 9 Interest Paid On Business Loans - such as start up loans, equipment loans, and credit cards used solely for your business.
 - 10 Leased or Rented Equipment - if you have leased or rented any equipment to be used in your business we will need to see the paper work on the lease. The equipment might be a vehicle, construction equipment or office equipment.
 - 11 Legal & Professional fees - lawyers, permits, accountants, tax preparation
 - 12 Dues - realtor associations, professional associations and MLS listings & fees

MORE QUESTIONS ON OTHER SIDE

Help us save a tree, please bring this Checkoff with you

13 Office In Your Home - if you qualify for this deduction we will need to know:

Number of rooms in your home	Or	Square footage of your home
Number of rooms used for your business		Square footage of area used for business

We will also need to know the cost of running your home:

Heat _____ Electricity _____ Wood _____ Water _____ Sewer _____
Home owner's insurance _____ Septic Pump _____ Cable/Internet _____ etc.

14 If this is your first year with an office in the home we will also need a copy of your property tax bill and how much you have invested in your home (original purchase and improvements). If you have ever depreciated it before we will need the information on that as well.

15 Office Expenses - envelopes, paper, pens, office supplies, postage, business bank fees, publications, etc.

16 Commissions, Escrow Fees, Referrals, and outside labor - the amount you paid people who were not on your payroll to help you in your business. If you have paid anyone \$600 or more for services than you must give them a 1099 misc. statement.

17 Rent Of Machinery Or Equipment - used in your business for a short period of time.

18 Rent - on other business property such as the building or land that your business uses.

19 Repairs - to all of your business equipment whether it's office equipment or equipment to do your job.

20 Repairs - improvements or repairs to land and/or building that is used in your business.

21 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.

23 Telephone and cellular phones, pagers and answering services - if you run your business out of your home and you have only one phone line, then we need the total of your long distance business calls. 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 (you will still be able to have a deduction for any long distance business calls made on either line but in addition you will get the basic phone service as a deduction on the 'business' line. 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.

24 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 can not deduct motel or meal costs for the extra time. Airfare and other travel costs can be deducted though.

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

26 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.

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

Generally, any thing 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.