

westside



income tax &
business services

We do what you should
so you can do what you want to.

mina vallabh

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Executives and Business Professionals

Professional Fees & Dues

Association Dues
Credentials

License
Professional Associations
Union Dues
Other: _____

Continuing Education

Correspondence Course Fees
Course Registration
Lab Fees
Materials & Supplies
Photocopy Expense
Reference Material
Research Expenses
Seminar Fees
Textbooks
Other: _____

Telephone Expenses

FAX Transmissions
Paging Service
Toll, Cellular, and Pay Calls
Other: _____

Auto Travel (In miles)

Between Jobs or Locations
Client Meetings
Continuing Education
Job Seeking
Out of Town Business Trips
Purchasing Job Supplies & Materials
Professional Society Meetings

Parking Fees and Tolls (\$)
Other: _____

Miscellaneous Expenses

Liability Insurance - Business
Subscriptions
Resume`

Supplies & Expenses

Briefcase
Business Meals (enter 100% of expenses)
Business Cards
Clerical Service
Computer Software
Computer Supplies
Customer Lists
Entertainment (enter 100% of expense)
Equipment Repair
FAX Supplies
Gifts & Greeting Cards
On-Line Charges
Legal & Professional Services
Office Expenses
Photocopy Expenses
Postage
Shipping
Stationery
Technical Publications
Other: _____

Equipment Purchases

Cellular Phone
FAX Machine, Calculator, and Copier
Pager, Recorder, and Phone
Computers and Printers
Modems and computer peripherals
Other: _____

Travel - Out of Town

Airfare
Car Rental, Taxi, Bus, Train, and Subway
Parking and Tolls
Lodging (do not combine with meals)
Meals (do not combine with lodging)
Porter, Bell Captain, and Laundry
Telephone Calls (including home)
Other: _____