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Eldersburg, MD 21784
Phone: 410-549-8950
Fax: 410-549-8952



2702 Back Acre Circle, Ste
220 Mt. Airy, MD 21771
Phone: 301-829-7720
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Tax Planner For Realtors

Name:

Cell phone:

Email:

Home Address:

Additional Comments:

*Thank you for taking the time to fill this worksheet out. It will help us as we prepare your tax return. Please note that the 3rd and 4th pages go into more detail on certain expense topics. If you have any questions filling out this worksheet, please don't hesitate to contact a New Century team member.

| | Q1 | Q2 | Q3 | Q4 | Total |
|--------------------------|----|----|----|----|-------|
| Income | | | | | |
| Gross Receipts/Sales | | | | | |
| Returns/Allowances | | | | | |
| Discounts | | | | | |
| Other | | | | | |
| Total Income | 0 | 0 | 0 | 0 | 0 |
| Expenses | | | | | |
| Advertising | | | | | |
| Appraisal Fees | | | | | |
| Bank Charges | | | | | |
| Business Entertainment | | | | | |
| Business Meals | | | | | |
| Commissions & Fees | | | | | |
| Communication | | | | | |
| Cable | | | | | |
| Phone | | | | | |
| Internet | | | | | |
| Courier Service/Fed Ex | | | | | |
| Employee Benefits | | | | | |
| Equipment & Software | | | | | |
| Flowers/Cards | | | | | |
| Keys/Locksmiths | | | | | |
| Lock Boxes | | | | | |
| Maps/Books | | | | | |
| Office Supplies/Expenses | | | | | |
| Open House | | | | | |
| Payroll | | | | | |
| Printing | | | | | |
| Professional Expenses | | | | | |
| Rent | | | | | |
| Repairs & Maintenance | | | | | |
| Sales Assistants | | | | | |
| Signs, flags, banners | | | | | |
| Subcontractors | | | | | |
| Travel | | | | | |
| Tools | | | | | |
| Vehicle | | | | | |
| Wages | | | | | |
| Other | | | | | |
| Total Expenses | 0 | 0 | 0 | 0 | 0 |
| Net Income | 0 | 0 | 0 | 0 | 0 |

| Equipment & Software Expenses | | | | | |
|---------------------------------|----|----|----|----|----------------|
| Item | Q1 | Q2 | Q3 | Q4 | Date Purchased |
| Camera | | | | | |
| Computer | | | | | |
| Fax/Scanner | | | | | |
| File Cabinets | | | | | |
| GPS | | | | | |
| Office Furniture | | | | | |
| Printer/Copier | | | | | |
| Software | | | | | |
| Other | | | | | |
| Total Equipment Expenses | 0 | 0 | 0 | 0 | |

| Vehicle Expenses | | | | | |
|-------------------------------|---------------------|----|----|----|----------------------|
| Item | Cost/ Payment Q1 | Q2 | Q3 | Q4 | Other Information |
| Description of Auto | | | | | |
| Purchase Price (incl Tax) | | | | | |
| Date Purchased | | | | | |
| Date placed in Bus Use | | | | | |
| Car Leased or Owned? | | | | | |
| Depreciated in prior yrs? | | | | | |
| Miles | | | | | |
| Odometer - end of year | | | | | |
| Business Miles | | | | | |
| Commuting Miles | | | | | |
| Personal Miles | | | | | |
| Total Miles this year | 0 | 0 | 0 | 0 | |
| Repairs & Maintenance | | | | | |
| Towing | | | | | |
| Insurance | | | | | |
| Auto License/Tags | | | | | |
| Personal Property Tax | | | | | |
| Auto Club | | | | | |
| Interest (Auto Loan) | | | | | |
| Warrant | | | | | |
| Inspection | | | | | |
| Parking/Tolls | | | | | |
| Car Washes | | | | | |
| Other | | | | | |
| Total Vehicle Expenses | 0 | | | | |

| Travel Expenses | | | | |
|------------------------|----------|----------|----------|----------|
| Item | Q1 | Q2 | Q3 | Q4 |
| Air/Train Fare | | | | |
| Car Rentals | | | | |
| Gas | | | | |
| Insurance | | | | |
| Taxis/Bus | | | | |
| Lodging | | | | |
| Meals | | | | |
| Entertainment | | | | |
| Tips | | | | |
| Phone/Faxes | | | | |
| Dry Cleaning | | | | |
| Days of Travel | | | | |
| Tolls/Parking | | | | |
| Other | | | | |
| Total Travel | 0 | 0 | 0 | 0 |

| Professional Expenses | | | | |
|------------------------------------|----------|----------|----------|----------|
| Item | Q1 | Q2 | Q3 | Q4 |
| Accounting Fees | | | | |
| Audio/Visual Aids | | | | |
| Continuing Ed | | | | |
| Dues | | | | |
| E&O Insurance | | | | |
| Legal Fees | | | | |
| Licenses | | | | |
| Memberships | | | | |
| MRIS | | | | |
| Other | | | | |
| Publications | | | | |
| Resumes | | | | |
| Seminars | | | | |
| State & National Dues | | | | |
| Tax Preparation Fees | | | | |
| Total Professional Expenses | 0 | 0 | 0 | 0 |