

PROFIT AND LOSS STATEMENT FROM BROKER / AGENT BUSINESS _____ TAX YEAR

OWNER NAME _____

BROKERAGE / COMPANY _____ **LICENSE TYPE (RE, Insurance, Mortgage)** _____

EIN _____

ADDRESS _____ **PHONE** _____ **EMAIL** _____

ATTACH THE FOLLOWING DOCUMENTS

1. 1099-NEC / 1099-MISC FROM BROKERAGE(S) AND OTHER INCOME SOURCES
2. FILL OUT STATEMENT BELOW

YES / NO DID YOU HIRE ANY ASSISTANTS OR CONTRACTORS WHOM YOU PAID \$600 OR MORE?

YES / NO DID YOU ISSUE 1099-MISC / 1099-NEC FORMS OR WILL YOU ISSUE THESE FORMS?

\$ _____ **GROSS INCOME (COMMISSIONS & FEES)**

(ALL COMMISSION INCOME, REFERRAL FEES, BONUSES, AND ANY OTHER BUSINESS INCOME RECEIVED)
TIP: YOUR INCOME MUST MATCH YOUR 1099 FORMS. INCLUDE CASH, CHECKS, AND ELECTRONIC PAYMENTS!

\$ _____ RETURNS / COMMISSION SPLITS / ADJUSTMENTS

MILEAGE (BIGGEST DEDUCTION FOR MOST BROKERS)

Track mileage to client meetings, showings, open houses, inspections, office visits, etc.

\$ _____ TOTAL BUSINESS MILES DRIVEN

\$ _____ TOTAL PERSONAL MILES DRIVEN

COMMISSION SPLITS & BROKER FEES

\$ _____ COMMISSION SPLITS PAID TO BROKERAGE

\$ _____ DESK FEES / OFFICE RENT TO BROKERAGE

\$ _____ REFERRAL FEES PAID

\$ _____ TRANSACTION COORDINATOR FEES

\$ _____ E&O INSURANCE (ERRORS & OMISSIONS)

MARKETING & ADVERTISING

\$ _____ ONLINE ADVERTISING (Google, Facebook, Instagram, Zillow, etc.)

\$ _____ PRINT ADVERTISING (newspapers, magazines, mailers)

\$ _____ SIGNAGE / YARD SIGNS / BANNERS

\$ _____ BUSINESS CARDS / FLYERS / BROCHURES

\$ _____ WEBSITE / WEB HOSTING / SEO

\$ _____ PHOTOGRAPHY / VIDEOGRAPHY / DRONE

\$ _____ STAGING / HOME PREPARATION

\$ _____ GIFTS TO CLIENTS (limited to \$25 per client per year)

LICENSING & PROFESSIONAL DEVELOPMENT

- \$ _____ LICENSE FEES / RENEWAL
- \$ _____ CONTINUING EDUCATION / CE COURSES
- \$ _____ MLS FEES / BOARD DUES
- \$ _____ ASSOCIATION DUES (NAR, local board, etc.)
- \$ _____ DESIGNATIONS / CERTIFICATIONS (GRI, CRS, ABR, etc.)
- \$ _____ CONFERENCES / CONVENTIONS / SEMINARS

TECHNOLOGY & SOFTWARE

- \$ _____ CRM SOFTWARE (Follow Up Boss, kvCORE, etc.)
- \$ _____ LEAD GENERATION SERVICES (Zillow, Realtor.com, etc.)
- \$ _____ CELLULAR SERVICES (_____ % BUSINESS USE)
- \$ _____ INTERNET (_____ % BUSINESS USE)
- \$ _____ E-SIGNATURE / DOCUMENT SOFTWARE (DocuSign, Dotloop, etc.)
- \$ _____ LOCKBOX / SHOWING SERVICE

- \$ _____ **EQUIPMENT & BIG PURCHASES (OVER \$500)**
(COMPUTER, TABLET, PHONE, CAMERA, DRONE, OFFICE FURNITURE, ETC.)

DATE OF PURCHASE	DESCRIPTION	COST \$\$\$

OFFICE & ADMINISTRATION

- \$ _____ OFFICE RENT / LEASE (separate from brokerage desk fee)
- \$ _____ OFFICE SUPPLIES
- \$ _____ POSTAGE / SHIPPING
- \$ _____ PRINTING / COPIES
- \$ _____ BUSINESS BANK FEES / CHECKS
- \$ _____ MERCHANT / CREDIT CARD PROCESSING FEES
- \$ _____ ACCOUNTING SERVICES / TAX PREPARATION
- \$ _____ LEGAL FEES
- \$ _____ BUSINESS INSURANCE (general liability)
- \$ _____ HEALTH INSURANCE PREMIUMS (self-employed)
- \$ _____ ONE-TIME HELPERS PAID UNDER \$600 (Cash App, Zelle)
- \$ _____
- \$ _____
- \$ _____

BUSINESS USE OF HOME – OFFICE DEDUCTION

SQUARE FOOTAGE OF AREA EXCLUSIVELY USED FOR BUSINESS _____
 SQUARE FOOTAGE OF TOTAL AREA _____
 TOTAL RENT PAID _____

(IF YOU OWN A HOME, PLEASE ATTACH 1098 MORTGAGE INTEREST STATEMENT FROM THE BANK AND INFORMATION ON PROPERTY TAXES PAID DURING THE YEAR)

\$ _____ INSURANCE
 \$ _____ ASSOCIATION DUES
 \$ _____ OFFICE MAINTENANCE / REPAIR

TOTAL EXPENSES PAID FOR

\$ _____ ELECTRIC \$ _____ WATER \$ _____ GAS
 \$ _____ SEWER / GARBAGE \$ _____ ALARM \$ _____

VEHICLE EXPENSES

YEAR/BRAND OF THE VEHICLE FOR BUSINESS _____

(IF YOU PURCHASED/SOLD VEHICLE DURING THE YEAR, PLEASE ATTACH BILL OF SALE AND/OR REGISTRATION)

\$ _____ YOUR ORIGINAL COST OF THE VEHICLE

\$ _____ REBUILDING COST / IMPROVEMENTS

DATE OF PURCHASE _____ DATE PLACED IN SERVICE _____

BUSINESS MILES _____ PERSONAL MILES _____ TOTAL MILES _____

\$ _____ GAS
 \$ _____ OIL CHANGE
 \$ _____ MAINTENANCE AND REPAIR
 \$ _____ MAJOR IMPROVEMENTS

DATE	DESCRIPTION	COST \$

\$ _____ VEHICLE INSURANCE
 \$ _____ INSPECTION / FEES
 \$ _____ PARKING
 \$ _____ VEHICLE REGISTRATION
 \$ _____ TOWING
 \$ _____ VACUUM / CAR WASH

TRAVEL & MEALS

\$ _____ TRAVEL EXPENSES (AIRLINE / TAXI / HOTELS)
 \$ _____ BUSINESS MEALS (with clients — note who you met and business purpose)

PER DIEM: When you stay overnight for business, you can deduct a daily meal allowance without receipts. Rates vary by city — check gsa.gov. Just record where, when, and why.

WHERE DID YOU TRAVEL?	\$ PER NIGHT (gsa.gov)	# OF NIGHTS	REIMBURSED? YES/NO

\$ _____
 \$ _____
 \$ _____

To the best of my knowledge the information enclosed in this Profit and Loss Statement is correct and includes all income, deductions, and other information necessary for the preparation of my Business Tax Schedule for which I have adequate records.

Taxpayer

Date