

## Mortgage & Loan Officer Tax Preparation Expense Summary

**Tax Year:** \_\_\_\_\_

### Client Information

**Business Name (if applicable):** \_\_\_\_\_

**Client Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

#### Business Structure:

- Sole Proprietor
- Single-Member LLC
- Partnership
- S Corporation
- C Corporation

**Employer Identification Number (EIN) (if applicable):** \_\_\_\_\_

#### Primary Income Type:

- W-2 Employee
- 1099 Independent Contractor
- Both W-2 & 1099

---

### Income

**Gross Business Income (1099/Commissions):** \$ \_\_\_\_\_

Please provide copies of:

- Forms 1099-NEC
- Forms 1099-MISC
- Forms 1099-K (if applicable)
- W-2(s)
- Commission statements
- Year-end income reports

---

## Business Expenses

### Advertising & Marketing

Online advertising, print ads, mailers, promotional items

\$ \_\_\_\_\_

### Business Insurance

Errors & Omissions (E&O), general liability, business policies

\$ \_\_\_\_\_

### Office Supplies

Paper, printer ink, postage, office materials

\$ \_\_\_\_\_

### Computer & Technology Expenses

Computers, monitors, printers, accessories

\$ \_\_\_\_\_

### Software & Subscriptions

CRM software, mortgage software, Microsoft 365, cloud storage, lead generation platforms

\$ \_\_\_\_\_

### Cell Phone (Business Portion)

\$ \_\_\_\_\_

### Internet (Business Portion)

\$ \_\_\_\_\_

### Office Rent / Coworking Space

\$ \_\_\_\_\_

Home Office Expenses (if applicable)

\$ \_\_\_\_\_

---

## Professional Expenses

Licensing Fees

**Mortgage license renewals**

\$ \_\_\_\_\_

NMLS Fees

\$ \_\_\_\_\_

Continuing Education

**Required licensing education and certifications**

\$ \_\_\_\_\_

Professional Memberships

**Industry associations and networking organizations**

\$ \_\_\_\_\_

Professional Publications

\$ \_\_\_\_\_

Business Coaching / Consulting

\$ \_\_\_\_\_

---

## Travel & Vehicle Expenses

Business Miles Driven: \_\_\_\_\_

If using actual expenses:

Gas: \$ \_\_\_\_\_

Oil Changes: \$ \_\_\_\_\_

Repairs & Maintenance: \$ \_\_\_\_\_

Insurance: \$ \_\_\_\_\_

Registration & Tags: \$ \_\_\_\_\_

Parking & Tolls: \$ \_\_\_\_\_

Vehicle Lease Payments: \$ \_\_\_\_\_

---

## Client Development

Client Meals (Business Purpose): \$ \_\_\_\_\_

Client Appreciation Gifts: \$ \_\_\_\_\_

Networking Events: \$ \_\_\_\_\_

Business Entertainment (if deductible): \$ \_\_\_\_\_

Closing Gifts: \$ \_\_\_\_\_

Referral Fees Paid: \$ \_\_\_\_\_

---

## Marketing & Lead Generation

Website Expenses: \$ \_\_\_\_\_

Business Cards: \$ \_\_\_\_\_

Photography/Branding: \$ \_\_\_\_\_

Social Media Advertising: \$ \_\_\_\_\_

Lead Purchase Services: \$ \_\_\_\_\_

Email Marketing: \$ \_\_\_\_\_

Marketing Materials: \$ \_\_\_\_\_

---

## Communication Expenses

Telephone: \$ \_\_\_\_\_

Video Conferencing Services: \$ \_\_\_\_\_

Mailing & Shipping: \$ \_\_\_\_\_

Postage: \$ \_\_\_\_\_

---

## Banking & Financial Expenses

Merchant Processing Fees: \$ \_\_\_\_\_

Bank Charges: \$ \_\_\_\_\_

Interest on Business Loans: \$ \_\_\_\_\_

Accounting & Bookkeeping Fees: \$ \_\_\_\_\_

Tax Preparation Fees: \$ \_\_\_\_\_

---

## Contract Labor

Virtual Assistants: \$ \_\_\_\_\_

Marketing Contractors: \$ \_\_\_\_\_

Transaction Coordinators: \$ \_\_\_\_\_

Other Independent Contractors: \$ \_\_\_\_\_

---

## Assets Purchased During the Year

Please list equipment or business assets purchased.

**Description Date Purchased Cost**

Examples:

- Computer
  - Laptop
  - Monitor
  - Office Furniture
  - Camera
  - Business Equipment
- 

## Home Office (If Applicable)

Total Home Square Footage: \_\_\_\_\_

Home Office Square Footage: \_\_\_\_\_

Mortgage Interest or Rent: \$ \_\_\_\_\_

Property Taxes: \$ \_\_\_\_\_

Homeowners/Renters Insurance: \$ \_\_\_\_\_

Utilities: \$ \_\_\_\_\_

Internet: \$ \_\_\_\_\_

Repairs (Entire Home): \$ \_\_\_\_\_

Repairs (Office Only): \$ \_\_\_\_\_

---

## Retirement Contributions

SEP IRA: \$ \_\_\_\_\_

Solo 401(k): \$ \_\_\_\_\_

Traditional IRA: \$ \_\_\_\_\_

Roth IRA: \$ \_\_\_\_\_

HSA Contributions: \$ \_\_\_\_\_

---

## Estimated Tax Payments

Federal Estimated Payments: \$ \_\_\_\_\_

State Estimated Payments: \$ \_\_\_\_\_

Dates Paid: \_\_\_\_\_

---

## Other Business Expenses

Please list any additional business expenses not included above.

Description	Amount
-------------	--------

	\$ _____
--	----------

	\$ _____
--	----------

	\$ _____
--	----------

---

## Questions

Did you purchase or sell business equipment during the year?

Yes  No

Did you receive PPP loan forgiveness, grants, or other business assistance?

Yes  No

Did you start or stop your business this year?

Yes  No

Did your business address change?

Yes  No

---

Additional Notes

---

---

---

---

Client Certification

I certify that the information provided in this expense summary is complete and accurate to the best of my knowledge. I understand that additional documentation may be requested to prepare my tax return.

**Client Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_