

## BUSINESS DEDUCTIONS - 2016

Expenses can be deducted if they are ordinary and necessary:

- Ordinary means that someone else who has a similar business would likely have a comparable expense.
- Necessary means that you were required to spend this money in order to operate your business.

In general, business expenses are deductible if they are reasonable costs you would not have incurred if you did not have your business. A list of common deductible business expenses follows. You may have expenses, unique to your business, that are not on this list. If they are ordinary, reasonable, and necessary for your business, they are deductible. **Note:** *The personal-use portion of any of the below expenses is not deductible.*

- Advertising and marketing.
- Accounting, consultation, and bookkeeping fees (*including costs for preparing the business portion of your tax return*).
- Bank service charges and fees.
- Car and truck expenses. You can use either the mileage rate method (*54¢ per mile for 2016*) or the business-use percentage of the actual auto expenses you incurred (*gas, insurance, repairs, lease payments or finance charges, cleaning, depreciation, etc.*). If the standard mileage rate is used, you can also deduct a percentage of the finance charges. Deducting lease payments requires additional reporting requirements, so check with your tax advisor. A mileage log is necessary to support your deduction, including date, mileage driven, and business purpose of the trip. Remember the miles you drive on business errands such as going to the bank, picking up office supplies, and going to the post office.
- Cell phone, air cards, data plans, and related expenses. If your only phone is your cell phone, the deductible portion is equal to the additional plan costs due to business use. If you have another phone line, the business use percentage of the cell phone is a business deduction.
- Annual fees for credit cards used in your business. If your credit card is used for business and personal expenses, the credit card fees are pro-rated.
- Computer upgrades, supplies and repairs.
- Depreciation on assets converted from personal to business use.
- Depreciation on business furniture, equipment, and vehicles. Under code section 179, up to \$500,000 worth of items purchased in 2016 can be depreciated in full on your tax return. Limits apply to most vehicles. Bonus depreciation, equal to 50% of the cost of certain new qualifying assets, is extended through 2017. Bonus depreciation is the default, but taxpayers may elect out. (*Bonus depreciation for 2018: 40%; for 2019: 30%; expires December 31, 2019*)
- Dues, subscriptions, and membership fees.
- Education, including seminars and conferences, that increase your knowledge and skills; however, a business deduction for the cost of education that prepares you for a new line of work or career is not allowed as a business deduction.
- Employee pensions and benefit programs.
- Expense reimbursements to employees. (*You should have a written accountable reimbursement plan.*)
- Company picnics, holiday events (*business related*), employee meals for the convenience of the employer (*these are 100% deductible*).

- Equipment, including computers (*see information about depreciation*).
- Fringe Benefits for employees.
- Furniture and décor for your office or home office. (*Subject to depreciation limitations.*)
- Gifts to business associates or clients (up to \$25 per person per year is deductible). (*May qualify as Promotion instead.*)
- Home office expenses, if you qualify. You qualify to take the deduction if you have a space in your home that is used exclusively and regularly to do administrative work for your business. If you claim the deduction, you can choose to deduct the standard rate of \$5 per square foot of home office space (*up to \$1500 or 300 square feet*) or the business percentage of all related expenses (i.e. insurance, real estate tax, mortgage interest, rent, maintenance, etc.). The business percentage is based on the size of the office relative to the total square footage of the home. Even if you do not claim the home office deduction, you still can deduct other expenses and the purchase cost of such items as a file cabinet or desk. *Note: Repairs in the office are "direct" expenses and fully deductible.*
- Insurance. This includes liability, malpractice, business overhead, workers compensation, and other business-related insurance.
- Interest on business credit cards and loans. As with credit card fees, interest on a card used for both personal and business expenses must be pro-rated. Documentation is required to prove the allocation.
- Internet and email expenses used for business.
- Legal and professional fees.
- Licenses and fees.
- Magazines and books that you need for your business. General circulation publications, including the local newspaper, are usually not deductible.
- Maintenance and repairs on equipment and office or storage space.
- Meals and Entertainment. Must be business-related. (*50 % deductible.*) The taxpayer should maintain records for all meal and entertainment expenses. Records need to include the following: Date and cost of meal or entertainment, names of persons in attendance and their business relationship, location where meal or entertainment took place, business purpose of meal or entertainment.
- Office supplies.
- Pager and answering services.
- Parking and tolls.
- Payroll taxes that you pay on behalf of your employees (*not the income taxes withheld from your employee's paychecks*).
- Postage, delivery, and freight costs.
- Printing, copying, and fax charges.
- Promotion. (*No deduction for your time.*) This may include contributions that result in publicity for the business.
- Reimbursements and refunds.
- Rent of equipment, storage space, and office space.
- Small furnishings and equipment. (*May be subject to depreciation limits.*)
- Small tools.
- Subcontractors and consultants.
- Taxes. Business taxes, personal property taxes on assets, payroll taxes and other business taxes.

- Telephone. You can deduct long distance business calls made from home even if you don't qualify for an office-in-home. Monthly service charges are deductible only if you have more than one phone line in your home and it is used for business.
- Travel for business, including costs to go to seminars and conferences. Deductible travel costs include hotels, airfare, taxis, car rentals, tips, etc. These expenses are 100% deductible, provided the trip is 100% business. Travel meals are 50% deductible. Document travel meals separately in case it is more beneficial to use the Per Diem rate for meals rather than actual expenses.
- Uniforms, unique, or special work clothing (*i.e. steel-toed boots or coveralls*).
- Utilities.
- Wages, commissions, and salaries paid to employees.
- Website fees.
- Website subscriptions.

**Important!** All deductions must be substantiated with written records. Written records include cancelled checks, printed receipts (*especially for payments made with cash*), bank statements showing debit card transactions, credit card statements and payment statements from online merchant processors such as PayPal, Google, etc. In some cases multiple documents are necessary to substantiate not only from whom something was purchased, but an identification of the item that was purchased. Special record keeping requirements apply for travel, meals and entertainment expenses, gifts and auto expenses. See your tax professional for details regarding these requirements.

## ITEMIZED DEDUCTIONS - 2016

Itemized deductions can be used to lower taxable income. Specific eligible deductions are listed on Schedule A of your federal income tax return. When the total of these items exceed the standard deduction, it may be advantageous to itemize. The deduction which results in the lowest tax liability should be chosen.

### Medical and Dental Expenses

*Medical expenses are deductible only if the taxpayer's out-of-pocket expenses exceed 10% of adjusted gross income (AGI), unless the taxpayer is age 65 or older. The threshold for these taxpayers is 7.5% of AGI through December 31, 2016.*

Medical expenses are the costs of diagnosis, cure, treatment, or prevention of a physical or mental illness, disease, or defect. Medical expenses are deductible in the year paid, regardless of when the services were provided. Only amounts paid out-of-pocket with after tax dollars are deductible. The following items are among those generally deductible as medical expenses—this list is not all inclusive:

- Alcohol and drug treatment, including inpatient care.
- Ambulance services.
- Dental care including cleaning, orthodontia, oral surgery, and dentures.
- Education expenses of a physically or mentally impaired individual if the school provides special education for a diagnosed medical condition. *(May need to allocate expenses)*
- Exercise or weight loss program prescribed by doctor for a specific medical condition.
- Eyeglasses, contact lenses and supplies, and laser eye surgery.
- Home improvements and specialized equipment if the main purpose is to provide a medical benefit such as ramps and railings or special telephone equipment for hearing impaired.
- Hospitalization and medical treatments.
- Insurance premiums for medical, vision and dental care, including Medicare.
- Laboratory tests, X-rays, and diagnostics.
- Long term care insurance premiums *(with limits)* and long term care expenses.
- Medical equipment and supplies including needles, crutches, bandages, oxygen equipment, prosthetic limbs, wheelchairs, hearing aids and batteries, and guide dogs.
- Nursing home care and in-home nursing care.
- Prescription medicine and drugs, including insulin.
- Services provided by medical professionals including doctors, surgeons, psychiatrists, physical therapists, eye doctors, chiropractors, acupuncturists, etc.
- Smoking cessation programs.
- Transportation expenses to obtain medical care including, mileage @ 19¢ per mile, parking, tolls, and hotel expenses for overnight stays *(per diem limits apply for overnight stays)*.

### Non Deductible Expenses

- Cosmetic surgery except to correct a deformity due to accident, disease or congenital defect.
- Funeral expenses.
- Health club dues.
- Life insurance or disability insurance premiums
- Over-the-counter medicines, medicine purchased from another country, medical marijuana.
- Teeth whitening.
- Vitamins and nutritional supplements unless prescribed by a medical professional.

## Taxes Paid

Certain taxes qualify as itemized deductions in the year that they are paid.

- State income taxes withheld and/or paid.
- Additional tax paid on prior year state return.
- State taxes paid on an amended return.
- Estimated state taxes paid (*quarterlies*).
- Personal Property taxes paid.
- Local income taxes paid.
- Foreign income taxes paid or withheld. (*Credit may be better deduction.*)
- Auto license fees - portion based on its value.
- Sales tax in lieu of state income taxes.
- Real estate taxes are typically allocated when the taxpayer buys or sells a home. (*See a tax professional.*)
- Real estate taxes on personal residence, co-op or condo, second home, and all real property owned (*not limited to residence and second home*).

*Non-deductible taxes include: interest and penalties on late paid taxes, federal income and excise taxes, federal estate and gift taxes, custom duties, fines and penalties for violation of the law, license fees, social security & Medicare taxes.*

## Interest Paid

Mortgage interest is typically deductible if the taxpayer is legally liable for the debt, a debtor-creditor relationship exists, and the loan is secured debt on a qualified home.

- Home mortgage interest and points paid to acquire or improve a primary residence and second home (*referred to as Acquisition Debt*). Acquisition debt is limited to \$1million (*\$500,000 if MFS*) for determining qualified residence interest. In addition, interest on a maximum of \$100,000 of home equity debt may also be deductible. Home equity debt is debt secured by the home that exceeds acquisition debt.
- Origination Fee/Points paid to purchase a home or refinance a loan. (*Note: refinanced points may need to be amortized.*)
- Mortgage insurance premiums paid in connection to the loan on the property.
- Investment interest to extent of investment income.

## Gifts to Charity

A charitable contribution is simply a voluntary transfer of property to a charitable organization. A taxpayer may donate any type of property, assuming the charity will accept it, at any time and in any manner desired.

### Cash and Non-Cash Contributions to

- Religious organizations such as churches and synagogues.
- Federal, state and local governments.
- Nonprofit schools and hospitals.
- Public parks and recreation facilities.
- Public charities such as United Way, Salvation Army, Red Cross, Boy and Girl Scouts, etc.
- War veterans' groups.
- Other qualified charitable organizations.

**Note:** *not all "non-profits" qualify. Go to [www.IRS.gov/charities](http://www.IRS.gov/charities) for a list of qualifying charities.*

Deductions for charitable contributions also include:

- Charitable travel miles for charitable organizations or volunteer work (*14¢ per mile*).
- Charity-sponsored conventions.
- Exchange student (*transportation and incidentals*) up to \$50.00 per month.
- Supporting a foster child (*expenses exceeding payments*).
- Tickets and merchandise purchased in excess of cost over fair market value.
- Volunteer out-of-pocket expenses.

### **Casualty and Theft Losses**

Non-business losses must be unreimbursed and exceed 10% of the taxpayer's adjusted gross income plus \$100. Business losses are fully deductible on the business form. (*Please see a tax advisor for additional information.*)

### **Job Expenses and Other Miscellaneous Deductions**

*Certain miscellaneous expenses are deductible if the expenses exceed 2% of the taxpayer's adjusted gross income.*

#### **Un-reimbursed Employee Expenses:**

- Employer required medical examination.
- Gifts (*business related under \$25 each person*).
- Job related education expenses.
- Job search expenses.
- Lodging and meals if away from home overnight. (*check per diem rates*)
- Membership dues to professional societies.
- Occupational taxes and fees.
- Office-At-Home expense, if required and for the convenience of the employer.
- Passport fees for a business trip.
- Professional and union dues.
- Professional liability insurance.
- Promotion (*can be over \$25*).
- Required travel and auto mileage for job.
- Small tools, equipment and supplies.
- Special work clothes and uniforms.
- Subscriptions to professional journals.
- Telephone calls and pagers the job requires.
- Travel between work locations.

#### **Other Miscellaneous Expenses:**

- Appraisal fees to establish tax deduction for charitable contributions.
- Cost of special proxy fights.
- Financial publications and programs.
- Hobby expenses to extent of hobby income.
- Investment counsel.
- Investment expenses & broker fees.
- IRA trustee's administrative fees billed and paid separately.
- Legal fees for collecting or producing taxable income (*including alimony and tax planning*).
- Management of undeveloped property held for profits.
- Repayment of previously taxed income of \$3,000 or less.
- Safe deposit box.
- Tax counsel, preparation and audit.
- Travel to investment broker or manager.
- Trust administration fees.
- Loss on deposits in an insolvent financial institution.

### **Miscellaneous Deductions (not subject to 2% limitation)**

The following items are fully deductible on Schedule A:

- Amortization of bond premium (*Bonds issued before 10/23/1986*).
- Federal estate tax on income in the respect of a decedent

- Gambling losses (*to the extent of winnings*).
- Jury pay given to employer (*if already included in income*).
- Repayment of previously taxed income over \$3,000.
- Un-recovered investment in an annuity on a decedent's final return.
- Work related expenses of a disabled individual (*medical expense related*).

#### Non-Deductible Expenses

- Expenses to produce tax exempt income.
- Loss from sale of personal residence.
- Political contributions.
- Gambling losses in excess of gambling winnings.
- Hobby losses in excess of hobby income.
- Legal fees for wills and estate planning.

## CHARITABLE CONTRIBUTIONS - 2016

### Qualifying Organizations

Charitable contributions may be deducted only if they are made to a qualified organization. Qualified organizations generally include religious organizations, government bodies, nonprofit schools and hospitals, public parks, public charities, and war veterans' groups. If in doubt, ask the organization if it is qualified, or go to [www.irs.gov/charities](http://www.irs.gov/charities) and use their Exempt Organization lookup tool.

### Nondeductible Contributions

The following contributions are not deductible: civic leagues; social and sports clubs; labor unions and chambers of commerce; lobbying organizations; homeowners associations; foreign organizations (*with some exceptions*); political groups or candidates; individuals; cost of raffle, bingo or lottery tickets; value of time or services; or rental value of vacation property.

### Limits on Contributions

In most cases, the deduction for charitable contributions may not exceed 50% of the taxpayer's adjusted gross income. A reduced limit of 30% or 20% applies to certain contributions. Contributions that exceed these limits may be carried forward five years.

### General Rules for Cash Contributions

**Less than \$250:** Cash contributions include cash, checks, credit card, debit card, electronic funds transfer, or payroll deduction. A cash contribution may not be deducted, regardless of amount, unless you keep one of the following: a canceled check; a legible bank or credit card statement detailing the date, the amount paid, and the name of the organization; a receipt or letter from the qualified organization showing the same information; or payroll deduction records. ***Undocumented contributions of cash are no longer allowed.***

**\$250 and over:** For each contribution, you must obtain an acknowledgment from the organization. An acknowledgment must be written and include: 1) The date and amount of cash contributed, 2) Whether the organization provided you any goods or services in return, and if so, a good faith estimate of the value of items received. An acknowledgment must be received prior to the filing date of the tax return (*including extensions*).

### General Rules for Non-Cash Contributions

For non-cash contributions, the record keeping requirements depend on the value of the contribution.

**If the contribution is under \$250,** you must get a receipt from the organization showing the following: 1) The name of the charitable organization, 2) The date and location of the charitable contribution, and 3) A reasonably detailed description of the property donated. A receipt is not required where it is impractical (such as an unattended drop site); however, a written record should be made with above information.

**If the contribution is over \$250,** all of the above apply. In addition, you must obtain a written acknowledgement from the qualified organization showing: 1) A description of the property donated, 2) Whether the organization gave you anything in return, and if so, a good faith estimate of the value of items received. The acknowledgement must be received before the tax filing deadline, including extensions.

**If total contributions are over \$500,** all of the above apply, plus 1) A description of how the property was acquired, 2) The date the property was acquired, 3) The cost basis of the property, and 4) How the value of the contribution was determined (*thrift shop value, appraisal, purchase, etc*).

**If the contribution is over \$5000**, all of the above rules apply, plus an appraisal is required. *Note: There is not a "limit" of \$5000 on non-cash contributions.* \$5000 is the threshold requiring an appraisal of one donated item or a group of similar items. For example, if you donated two separate diamond rings, each \$3000 in value, an appraisal is still required because they are in a similar class and the total is over \$5000. The appraisal must be performed by a qualified appraiser. In addition, the appraisal must be made no earlier than 60 days before the date of the contribution. Appraisal fees are deductible as Miscellaneous Itemized Deductions (*subject to 2% of adjusted gross income*) on Schedule A. The fees are not considered part of the donation.

**No deduction is allowed for clothing or household items unless they are in good condition or better.**  
**No deduction is allowed for small items of minimal monetary value, such as socks and undergarments.**

### **Volunteer Expenses & Miscellaneous**

You may deduct out-of-pocket expenses incurred for volunteer work provided to qualified organizations. They must be directly related to the activity sponsored by the organization, unreimbursed, and not personal, living or family expenses. There are no deductions for the value of your time. Mileage is deductible at a rate of 14¢ per mile for 2015. You must document your charitable mileage. There are special rules for travel expenses, conventions, large donations, business property, inventory, appreciated property, partial interest and property subject to debt. Contact your tax advisor to discuss this further, if applicable.

### **Special Rules for Vehicle Donations**

The contribution of a vehicle with a fair market value (FMV) over \$500 is generally limited to the dollar amount the charity sells the vehicle for, rather than the FMV or "Blue Book" value. The organization is required to supply the following information to the donor: 1) The donor's name and taxpayer ID number, 2) The vehicle identification number, 3) The date of contribution, 4) The gross proceeds from the sale, 5) A statement the deduction amount cannot exceed the proceeds from the sale, and 6) A statement the sale was made in an arm's-length transaction between unrelated parties. This information is provided on IRS Form 1098-C, Contributions of Vehicles, Boats, and Airplanes. This form must be provided to the donor within 30 days of the sale and must be attached to the donor's tax return.

The Sale Proceeds limitation does not apply in the following two cases:

- If the organization retains and uses the vehicle for its exempt purpose, or makes significant improvements prior to sale, the FMV as of the contribution date can be used. The charitable organization is required to provide the donor with a copy of Form 1098-C within 30 days after the donation. To indicate this exception, Box 5c will be completed by the charity stating the use of the vehicle.
- If, as part of the organization's charitable work, the charity sells or transfers the vehicle to a needy individual for below fair market value, the donor can generally deduct the FMV of the vehicle as of the contribution date. The charity will indicate when this exception applies by checking box 5b on Form 1098C. The form must be provided to the donor by the charity within 30 days of the original donation.

The following pages include a donation checklist for calculating the values of commonly donated items. Please consult your tax advisor if you have questions regarding donations.

## Non-Cash Charitable Contribution Worksheet

### Use One Worksheet per Contribution Date

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

*The following tables are estimates only. Actual FMV could vary significantly.*

Enter values in the QTY column.

#### Women's Clothing

Item	Excellent Condition				Average Condition				Subtotal
	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
Bathrobe	11.00	x	=		2.00	x	=		
Belt	10.50	x	=		3.50	x	=		
Blouse-Long Sleeve	10.50	x	=		3.00	x	=		
Blouse-Short Sleeve	12.00	x	=		2.00	x	=		
Boots	11.50	x	=		4.00	x	=		
Coats	23.00	x	=		8.00	x	=		
Dress-Casual	19.00	x	=		4.00	x	=		
Dress-Formal	52.50	x	=		10.00	x	=		
Handbags	20.00	x	=		2.50	x	=		
Hats	8.00	x	=		1.00	x	=		
Jeans	21.00	x	=		4.00	x	=		
Pajamas	10.00	x	=		2.00	x	=		
Shoes-Casual	16.00	x	=		3.00	x	=		
Shoes-Formal	25.00	x	=		6.00	x	=		
Skirts	10.00	x	=		3.00	x	=		
Slacks	11.50	x	=		3.50	x	=		
Suits	29.00	x	=		5.00	x	=		
Sweaters	16.00	x	=		5.00	x	=		
Swimsuits	12.00	x	=		4.00	x	=		
T-Shirts	6.00	x	=		1.00	x	=		
		x	=			x	=		
		x	=			x	=		
<b>SubTotal</b>									

#### Men's Clothing

Item	Excellent Condition				Average Condition				Subtotal
	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
Bathrobe	10.00	x	=		2.00	x	=		
Belts-Leather	10.50	x	=		3.50	x	=		
Boots	18.00	x	=		6.00	x	=		
Jackets	23.00	x	=		8.00	x	=		
Jeans	21.00	x	=		4.00	x	=		
Overcoats	50.00	x	=		11.00	x	=		
Shirt-Long Sleeve	11.50	x	=		3.00	x	=		

Item	Excellent Condition				Average Condition				Subtotal
	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
Shirt-Short Sleeve	10.00	x	=		2.00	x	=		
Shoes-Casual	16.00	x	=		4.00	x	=		
Shoes-Formal	25.00	x	=		6.00	x	=		
Shorts	10.00	x	=		2.50	x	=		
Slacks	13.00	x	=		4.00	x	=		
Suits	47.50	x	=		10.50	x	=		
Sweatpants	12.00	x	=		2.00	x	=		
Sweatshirts	12.00	x	=		2.00	x	=		
Sweaters	13.50	x	=		4.00	x	=		
Swim Trunks	10.00	x	=		4.00	x	=		
T-Shirts	4.50	x	=		1.00	x	=		
		x	=			x	=		
		x	=			x	=		
<b>SubTotal</b>									

### Children's Clothing

Item	Excellent Condition				Average Condition				Subtotal
	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
Boots	11.50	x	=		3.00	x	=		
Coats	17.50	x	=		4.00	x	=		
Dress	10.50	x	=		3.00	x	=		
Jeans	11.00	x	=		3.00	x	=		
Pajamas	6.00	x	=		1.00	x	=		
Pants	12.00	x	=		2.00	x	=		
Shirts	6.50	x	=		2.00	x	=		
Shoes-Casual	8.00	x	=		2.00	x	=		
Shoes-Formal	14.00	x	=		3.50	x	=		
Shorts	6.00	x	=		1.00	x	=		
Snowsuits	19.00	x	=		4.00	x	=		
Sweatpants	6.00	x	=		1.00	x	=		
Sweatshirts	6.00	x	=		1.00	x	=		
Sweaters	7.00	x	=		2.00	x	=		
T-Shirts	4.00	x	=		1.00	x	=		
		x	=			x	=		
		x	=			x	=		
<b>SubTotal</b>									

### Furniture

Item	Excellent Condition				Average Condition				Subtotal
	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
Bed-Single & Dbl	100.00	x	=		35.00	x	=		
Bed-King & Queen	170.00	x	=		50.00	x	=		
Chair- Uphostered	57.50	x	=		15.00	x	=		
Chair- Wood	15.00	x	=		4.00	x	=		
Chest`	83.00	x	=		23.00	x	=		
China Cabinet	250.00	x	=		70.00	x	=		
Coffee Table	42.00	x	=		10.50	x	=		
Crib w/ mattress	100.00	x	=		25.00	x	=		
Desk	107.50	x	=		27.50	x	=		
Dresser	90.00	x	=		21.00	x	=		

Item	Excellent Condition				Average Condition				Subtotal
		Qty	Amount		Qty	Amount			
End Table	35.00	x	=		7.00	x	=		
Floor Lamp	35.50	x	=		8.00	x	=		
Folding Bed	60.00	x	=		20.00	x	=		
Formal Dining Set	900.00	x	=		150.00	x	=		
Headboard- Single	30.00	x	=		7.50	x	=		
Headboard- Others	150.00	x	=		37.50	x	=		
High Chair	50.00	x	=		10.00	x	=		
Kitchen Table Set	110.00	x	=		37.50	x	=		
Mattress- Sgl & Dbl	40.00	x	=		13.00	x	=		
Mattress- King & Qn	67.00	x	=		12.00	x	=		
Playpen	37.00	x	=		12.50	x	=		
Studio Couch	90.00	x	=		30.00	x	=		
Sofa	175.00	x	=		32.50	x	=		
Sofa-Sleeper	300.00	x	=		85.00	x	=		
Table Lamp	57.00	x	=		4.00	x	=		
		x	=		0.00	x	=		
		x	=		0.00	x	=		
		x	=		0.00	x	=		
		x	=		0.00	x	=		
		x	=		0.00	x	=		
		x	=		0.00	x	=		
<b>SubTotal</b>									

### Appliances & Electronics

Item	Excellent Condition				Average Condition				Subtotal
		Qty	Amount		Qty	Amount			
Clock Radio	6.00	x	=		1.50	x	=		
Dryer	90.00	x	=		45.00	x	=		
Iron	10.00	x	=		3.00	x	=		
Microwave	47.00	x	=		13.00	x	=		
Range	134.00	x	=		57.00	x	=		
Refrigerator	250.00	x	=		55.00	x	=		
Small Appliance	15.00	x	=		4.00	x	=		
Stereo System	83.50	x	=		18.50	x	=		
TV-- B&W	40.00	x	=		10.00	x	=		
TV- Color	207.00	x	=		70.00	x	=		
Vacuum	48.50	x	=		13.00	x	=		
VCR/DVD Player	21.00	x	=		11.00	x	=		
Washing machine	150.00	x	=		36.00	x	=		
		x	=		0.00	x	=		
		x	=		0.00	x	=		
<b>SubTotal</b>									

### Dry Goods

Item	Excellent Condition				Average Condition				Subtotal
		Qty	Amount		Qty	Amount			
Bedspreads	24.00	x	=		5.50	x	=		
Blankets	15.00	x	=		2.50	x	=		
Curtains	12.00	x	=		2.00	x	=		
Drapes	37.00	x	=		7.00	x	=		

Item	Excellent Condition				Average Condition				Subtotal
	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
Pillow	8.00	x	=		2.00	x	=		
Sheets - Set	7.50	x	=		2.00	x	=		
Tablecloth	5.00	x	=		3.00	x	=		
Throw Rugs	15.00	x	=		2.50	x	=		
Towel	4.00	x	=		1.00	x	=		
		x	=		0.00	x	=		
		x	=		0.00	x	=		
<b>SubTotal</b>									

**Miscellaneous**

Item	Excellent Condition				Average Condition				Subtotal
	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
Bicycle	61.00	x	=		7.00	x	=		
Board Games	2.50	x	=		1.00	x	=		
Books - Hardback	4.00	x	=		1.00	x	=		
Books - Softback	2.00	x	=		1.00	x	=		
CD/DVD	5.00	x	=		2.00	x	=		
Coffee Mugs	1.50	x	=		0.50	x	=		
Dinner Plate	3.00	x	=		1.00	x	=		
Fishing Rod	25.00	x	=		5.00	x	=		
Glasses - Drinking	2.00	x	=		0.50	x	=		
Golf Clubs	25.00	x	=		2.00	x	=		
Lawn Mower	70.00	x	=		17.00	x	=		
Luggage	15.00	x	=		12.00	x	=		
Pots and Pans	3.00	x	=		1.00	x	=		
Sewing Machine	85.00	x	=		15.00	x	=		
Skis	50.00	x	=		5.00	x	=		
Stuffed Animal	1.00	x	=		0.50	x	=		
		x	=		0.00	x	=		
		x	=		0.00	x	=		
		x	=		0.00	x	=		
<b>SubTotal</b>									

**Grand Total**