

CLERGY DEDUCTIONS

Client: _____

ID # _____

TAX YEAR _____

ORDINARY SUPPLIES

Advertising	
Bank Charges	
Books & Ebooks	
Briefcase	
Business Cards	
Cable	
Cell phone	
Dry Cleaning of Required clothing (robes/suit)	
Dues	
Gifts limited \$25 per person	
Education	
Internet/Online Services	
Office Supplies-paper etc	
Magazines	
Meals away from home area	
Ministry Tools	
Ministry License/Credentialing	
Music	
Professional Fees: Legal	
Professional Fees: Tax Prep	
Postage	
Seminars	
Supplies-for other Ministry	
Supplies for Wedding/Funerals	
Travel Expenses	
-Hotel, Airfare, Taxi etc	
Other	
Other	
Other	
Other	
Other	
Total	

VEHICLE

Total Mileage of Vehicle	
Total Business Mileage	
Lease Vehicle Cost	
Interest on Vehicle	
Insurance on Vehicle	
License Plates of Vehicle	
Parking/Toll Fees	

OTHER INFORMATION

A portion of expenses need to be allocated to tax exempt income (ie housing allowance)
 please let us know if you are form 4361 exempt
 estimated tax payments-you may need to make these payments
 please let us know your housing allowance

The Purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not Include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

MAJOR PURCHASES

Computer Equipment	
Faxes	
Cell Phone	
Chairs	
Cabinets	
Cable Modems	
Desk	
File Cabinets	
Scanners	
Software	
Television--Office use	
Laser Printers	
Color Printers	
Network Equipment	
Laptop Computer	
Storage Devices	
Storage	
Other	

BUSINESS USE OF THE HOME

Total Square Ft. of Home	
Business Area of Home	
Business Hours (Total for Year)	
Home Mortgage Interest	
Property Taxes	
Hazard Insurance	
Rents	
Allocated Expenses (Subject to % of Business Use)	
Cleaning Service	
Maintenance & Repairs of Home	
Utilities: Cable	
Utilities: Electric & Gas	
Utilities: Sewer, Water & Trash	

VerBout Services

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