

EDUCATOR DEDUCTIONS

Client: _____ ID # _____ TAX YEAR _____

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.

CLASSROOM AIDS	
Attendance Books	
Arts & Crafts	
Audio Visual	
Books	
Decorations	
Food	
Grade Books	
Rentals	
Software	
Film/Processing	
Photocopying	
Printing	
Publications	
Party Supplies	
Tools	
Trophies	
Prizes & Awards	
Stationery	
Other	
Other	
Total	
PROFESSIONAL	
Conventions	
Dues	
E & O Insurance	
Job Seeking	
Legal Fees	
Licenses	
Memberships	
Seminars	
Continuing Ed	
Resumes	
School Functions	
Other	
Other	
Other	
Other	
Total	

TELEPHONE	
Long Distance	
Faxes	
Pay Phone	
Cellular	
Beeper/Pager	
Non-Pub Phone Number	
Phone Services	
Online Services	
Other	
Other	
Total	
EQUIPMENT	
Attache Case	
Calculator	
Desk	
Camera	
Chair	
Filing Cabinet	
Telephone	
Tape Recorder	
Computer and Hardware	
Other	
Other	
Total	
UNIFORMS	
Dry Cleaning	
Laundry	
Lab Coats	
Required Shoes-Coaching	
Other	
MISCELLANEOUS	
Postage	
Storage	
Other	
PROFESSIONAL	
Vehicle Mileage	
Other	
Total	

OTHER INFORMATION

<i>VerBout Services</i>		
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