

## 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 _____      |  |
| Total            |  |

| Vehicle & Travel                              |  |
|---|--|
| See Vehicle, Travel & Entertainment Worksheet |  |

| Other Information |  |
|-------------------|--|
|                   |  |
|                   |  |
|                   |  |

| Telephone         |  |
|-------------------|--|
| Long distance     |  |
| Faxes             |  |
| Pay phone         |  |
| Cellular          |  |
| 2nd Line          |  |
| Beeper/Pager      |  |
| Answering Service |  |
| Other _____       |  |
| Other _____       |  |
| Total             |  |

| Equipment      |  |
|----------------|--|
| Calculator     |  |
| Camera         |  |
| Desk           |  |
| Chair          |  |
| Filing Cabinet |  |
| Cell phone     |  |
| Tape Recorder  |  |
| Other          |  |
| Other _____    |  |
| Other _____    |  |
| Total          |  |

| Uniforms     |  |
|--------------|--|
| Dry cleaning |  |
| Laundry      |  |
| Lab Coats    |  |
| Other _____  |  |
| Other _____  |  |
| Total        |  |

| Miscellaneous |  |
|---------------|--|
| Postage       |  |
| Storage       |  |
| Other _____   |  |
| Other _____   |  |
| Total         |  |