

# 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            |  |

## OTHER INFORMATION

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## 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           |  |