

# EDUCATOR DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year \_\_\_\_\_

## 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  |  |
| Stationary       |  |
| Other -          |  |
| Other -          |  |
| <b>Total</b>     |  |

## Professional

|                  |  |
|------------------|--|
| Conventions      |  |
| Dues             |  |
| E & O Insurance  |  |
| Job Seeking      |  |
| Legal Fees       |  |
| Licenses         |  |
| Memberships      |  |
| Seminars         |  |
| Continuing Ed    |  |
| Resumes          |  |
| School Functions |  |
| Other -          |  |
| Other -          |  |
| <b>Total</b>     |  |

## Vehicle & Travel

See Vehicle, Travel & Entertainment Worksheet

## Other Information

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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.

## Telephone

|                   |  |
|-------------------|--|
| Long Distance     |  |
| Faxes             |  |
| Pay Phone         |  |
| Cellular          |  |
| 2nd Line          |  |
| Beeper/Pager      |  |
| Answering Service |  |
| Other -           |  |
| Other -           |  |
| <b>Total</b>      |  |

## Equipment

|                |  |
|----------------|--|
| Calculator     |  |
| Camera         |  |
| Desk           |  |
| Chair          |  |
| Filing Cabinet |  |
| Cell Phone     |  |
| Tape Recorder  |  |
| Other -        |  |
| Other -        |  |
| Other -        |  |
| <b>Total</b>   |  |

## Uniforms

|              |  |
|--------------|--|
| Dry Cleaning |  |
| Laundry      |  |
| Lab Coats    |  |
| Other -      |  |
| <b>Total</b> |  |

## Miscellaneous

|              |  |
|--------------|--|
| Postage      |  |
| Storage      |  |
| Other -      |  |
| <b>Total</b> |  |