

Educator Deductions

Client : _____ **ID#** _____ **Tax Year** _____

The purpose of this worksheet is to help you organize your tax-deductible business expense. 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 reimbursed.

Classroom Aids	
Attendance Book	
Arts & Crafts	
Audio Visual	
Books	
Decorations	
Food	
Grade Books	
Rentals	
Software	
Film/Processing	
Photocopying/Printing	
Publication	
Party Supplies	
Tools	
Trophies, Prizes & Awards	
Stationery	
Other _____	
TOTAL	
Professional	
Conventions	
Dues	
E & O Insurance	
Job seeking	
Legal Files	
Licenses	
Memberships	
Seminars/Continuing ED.	
Continuing ED.	
Resumes	
School Functions	
TOTAL	

Vehicle & Travel	
See vehicle, travel & entertainment worksheet	
Telephone	
Long distance	
Faxes	
Pay Phone	
Cellular	
Beeper/Pager	
Answering Service	
Other _____	
TOTAL	
Equipment	
Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Cell Phone	
Tape Recorder	
Other _____	
TOTAL	
Uniforms	
Dry Cleaning	
Laundry	
Lab Coats	
Other _____	
TOTAL	
Miscellaneous	
Postage	
Storage	
Other _____	
TOTAL	
Other information	