

# 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 _____	
Total	

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 _____	
Total	

Professional	
Conventions	
Dues	
E & O Insurance	
Job Seeking	
Legal Fees	
Licenses	
Memberships	
Seminars	
Continuing Ed	
Resumes	
School Functions	
Other _____	
Total	

Uniforms	
Dry Cleaning	
Laundry	
Lab Coats	
Other _____	
Other _____	
Total	

Miscellaneous	
Postage	
Storage	
Other _____	
Other _____	
Total	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Other Information	
_____	_____
_____	_____