

## EDUCATOR DEDUCTIONS

Client's Name: \_\_\_\_\_

Tax Year: 20\_\_\_\_\_

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 reimbursable.

CLASSROOM AIDS	
Attendance Books	
Arts & Crafts	
Audio Visual	
Books	
Decorations	
Grade Books	
Rentals	
Software	
Film/Processing	
Photocopying	
Printing	
Publications	
Party Supploes	
Tools	
Trophies	
Prizes & Awards	
Stationary	
Other:	
Other:	
Other:	

TELEPHONE	
Long Distance	
Faxes	
Pay Phone	
Cellular (Base Fees)	
Second Line	
Beeper/Pager	
Answering Service	
Other:	
Other:	

EQUIPMENT	
Calculator	
Camera	
Desk	
Filing Cabinet	
Cell Phone Purchase	
Tape Recorder	
Other:	
Other:	
Other:	

PROFESSIONAL	
Conventions	
Dues	
E&O Insurance	
Job Seeking	
Legal Fees	
Licenses	
Memberships	
Seminars	
Continuing Education	
Resumes	
School Functions	
Other:	
Other:	

UNIFORMS	
Dry Cleaning	
Laundry	
Lab Coats	
Other:	
Other:	

MISCELLANEOUS	
Postage	
Storage	
Other:	
Other:	
Other:	
Other:	

THE IRS/FTB requires that the taxpayers(s) be advised that it is their individual responsibility to keep or maintain actual receipts and completed personal checks used for the acquisition of any item or services expensed on their individual income tax return. While Associated Income Tax Services of Visalia, Inc. does not require to view these receipts/invoices/checks, it will be necessary to produce these receipts if audited or questioned by the IRS/FTB to prove the expenses.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Associated Income Tax Services of Visalia, Inc.

921 West Oak Ave, Visalia, CA 93291  
Office: (559) 627-1339 | Fax: (559) 627-1332  
www.aitstax.com