

EDUCATOR DEDUCTIONS

NAME		TAX YEAR	
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CLASSROOM AIDS

Arts & Crafts	
Audio Visual	
Books	
Decorations	
Food	
Copies	
Printing	
Publications	
Party Supplies	
Software	
Tools	
Trophies	
Prizes & Awards	
Rentals	
Stationery	

PROFESSIONAL

Professional Dues	
Conventions	
Legal Fees	
Licenses	
Memberships	
Seminars	
Continuing Ed	
School Functions	
Other _____	
Other _____	

The purpose of this worksheet is to help you organize your tax-deductible 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.
Please provide documentation for each itemized expense.

VEHICLE & TRAVEL

See Vehicle, Travel & Entertainment Worksheet

SUPPLIES/EQUIPMENT

Calculator	
Camera	
Dry Cleaning	
Storage	
Copies	
Office Equipment	
Computer	
Internet	
Postage	
Office Supplies	
Other _____	
Other _____	
Other _____	

TELEPHONE

Cell Phone	
Fax Line	
2nd Line	
Other _____	