

Name: \_\_\_\_\_  
Print Name

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

Education and training (to maintain and improve your skill in current profession) . . .	\$ _____	Legal expenses; job related (this may include protecting your license regarding medical problems or after a DWI) . . . . .	\$ _____
FAA physical (not reimbursed) . . . . .	\$ _____	Passport fee (if not reimbursed) . . . . .	\$ _____
Headsets or ear molds . . . . .	\$ _____	Professional books, publications or magazines . . . . .	\$ _____
Jeppesens, flying materials, maps . . . . .	\$ _____	Software (job related) . . . . .	\$ _____
License fees . . . . .	\$ _____	Uniform purchase (employer required) . . . . .	\$ _____
Luggage, flight bag and carrying carts . . . . .	\$ _____	Union Assessments-Union initiation fee (if applicable) . . . . .	\$ _____
Mileage job related (not reimbursed and non-commuting) . . . . .	\$ _____	Union dues (on last pay stub, NOT on W-2)	\$ _____

	\$ Annual Cost	% used for work	\$ Annual work cost
Cell phone or pager . . . . .	\$ _____	_____	\$ _____
Computer . . . . .	\$ _____	_____	\$ _____
Internet service . . . . .	\$ _____	_____	\$ _____

**How many times per month do you dry clean or wash the below uniform items?**

Uniform Maintenance	Dry Clean Quantity	Dry Clean Unit Cost	Dry Clean Total Cost	Wash Quantity	Wash Unit Cost	Wash Total Cost
Pants . . . . .	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Shirts. . . . .	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Jackets . . . . .	_____	\$ _____	\$ _____			
Coat . . . . .	_____	\$ _____	\$ _____			
Tie . . . . .	_____	\$ _____	\$ _____			
Dry clean and wash; TOTAL						\$ _____

**Per Diem (below are two options to calculate “per diem”, Pro-Diem or Log Book)**

- Did your per diem cover all of your out-of-town expenses? . . . . . Yes  No
- 1) Pro-Diem; I have attached a copy of the Pro-Diem Inc report . . . . . Yes  No
- 2) Log Book; my expenses are based on my log book listing the total expense while on trips away from home (e.g. tipping, cab fares, food, and non-cell phone calls to home or employer. Log book must be complete.) \$ \_\_\_\_\_
- I have provided originals of my “crew activity statements” and agree to pay the additional \$50 fee for “Pro-Diem Inc” to provide a per diem report on my behalf. . . . . Yes  No

**Signature is required to process this tax deduction**

I understand that to deduct these expenses, my employer would agree that these non-reimbursed expenses were needed to perform my job. You should retain all original receipts, checks and bank statement to support these deductions. I declare that the information I have provided to Nancy L Shoemake CPA, P.A. is to the best of my knowledge is true, correct and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date