

Name: _____
Print Name

Tax Year: _____

Admissions, classroom-related activities	\$ _____
Awards and prizes	\$ _____
Continuing Education (Master's degrees, tuition, books, software, supplies)	\$ _____
Convention expenses	\$ _____
Entertainment expenses (meals with colleagues, etc.)	\$ _____
Gifts (for children, colleagues; \$25/person or couple maximum)	\$ _____
Job search, resume expenses	\$ _____
Library/ professional books and publications (not magazines or news papers)	\$ _____
Mileage for continuing education	_____ miles
Mileage for work (does not include commuting, but it does include union meetings, errands to pick up supplies for work, etc.)	_____ miles
Music for the classroom	\$ _____
Printing and copying	\$ _____
Professional license fees, dues and membership.	\$ _____
Research costs	\$ _____
Society / organization fees	\$ _____
Supplies for the classroom (paper, books, decorations, treats, teaching aids, software, etc.)	\$ _____
Travel Expenses (e.g. traveling somewhere for 2 weeks and spend 3 days researching and gathering information specifically to be brought back to the classroom you can deduct 3 of the 14 days.)	\$ _____
Uniform purchase (employer required, physical education teachers only)	\$ _____
Union dues (on last pay stub, NOT on W-2)	\$ _____

	\$ Annual Cost	% used for work	\$ Annual work cost
Computer	\$ _____	_____ %	\$ _____
Internet	\$ _____	_____ %	\$ _____

How many times per month do you wash the below uniform items?

Uniform Maintenance (Phy Ed only)	Wash Quantity	Wash Unit Cost	Wash Total Cost
Jackets	_____	\$ _____	\$ _____
Pants	_____	\$ _____	\$ _____
Shirts.	_____	\$ _____	\$ _____
		TOTAL	\$ _____

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, bank statement and mileage logs 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