

Educator Worksheet

Client Name: _____

Tax Year: _____

Income

Income (1099):	
Income (Other):	

Classroom Aids

Attendance Books	
Arts & Crafts	
Audio / Visual	
Books	
Decorations	
Food / Drinks	
Grade Books	
Rentals	
Software	
Film / Processing	
Photocopying	
Printing	
Publications	
Party Supplies	
Tools	
Trophies	
Prizes & Awards	
Stationary	
Other:	
Total:	

Telephone

Long Distance charges	
Faxes	
Pay Phone / Phone Card	
Cellular	
2nd Line	
Beeper / Pager	
Answering Service	
Other:	
Total:	

Professional

Conventions / Seminars	
Dues	
E&O Insurance	
Job Seeking / Resume's	
Legal Fees	
Licenses	
Memberships	
Continuing Ed	
School Functions	
Other:	
Total:	

Equipment

Calculator	
Camera / Recorder	
Desk / Chair	
Filing Cabinet	
Cell Phone	
Other:	
Total:	

Uniforms

Dry Cleaning	
Laundry	
Lab Coats	
Uniforms	
Other:	
Total:	

Miscellaneous

Postage	
Storage	
Other:	
Other:	
Total:	

Vehicle Expenses

See Auto Worksheet Form on www.jbtax.com

Use this worksheet to summarize and organize your tax deductible business expenses. In order to deduct expenses in your trade or business, you must show that the expenses are "ordinary and necessary". Please see the attachment to this worksheet for further details on the deductions.