



The purpose of this worksheet is to help you organize your tax-deductible business expenses. For an expense to be deductible, it must be considered an “ordinary and necessary” expense for your profession. Employees: Do not include expenses for which you have been reimbursed, expect to be reimbursed, or may be reimbursed under your employer’s plan. Employee business expenses are deductible only if you itemize deductions. You will benefit from deducting employee business expenses only to the extent your total miscellaneous itemized deductions exceed 2% of your adjusted gross income (AGI).

NAME: _____

TAX YEAR: _____

Professional		Uniforms	
Union Dues		Uniform	
Licensing		Belt	
Association Dues		Safety Boots	
Professional Licenses		Safety Gloves	
Subscriptions		Hat/Helmet	
House Meals		Emblems/insignia	
Other:		Dry Cleaning/ Laundry	
% of cell phone, if on call		Other:	
Total:		Total:	

Equipment		Continuing Education	
Badges, Name tags		Seminars & Classes	
Binoculars		Workbooks, Books, Manuals	
Flashlight, bulbs, batteries		CPR Training	
Maps		Level Examinations	
Notebook		HazMat Certifications	
Safety Equipment		Other:	
Other:			
Total:		Total:	