

The Tax Place

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EDUCATORS WORKSHEET

Tax Year _____

Admissions to Classroom Related Art Shows		Educational Registration Fees	
Admissions to Classroom Related Artist Series		Employment Agency	
Admissions to Classroom Related Concerts		Equipment Cleaning	
Admissions to Classroom Related Films		Gifts to Staff, Etc.	
Admissions to Classroom Related Lectures		Office Supplies - Postage/Stationary, Etc.	
Admission to Classroom Related Performances		Physical Examinations - Required by Employer	
Admission to School Functions		Printing Costs	
Admissions to Student Activities		Professional Equipment & Tools	
Attorney Fees - Job and Salary Protection		Recertification	
Bond for Sabbatical Leave		Malpractice Insurance	
Career Consultants		Publications - Magazine/Newspaper	
Career Counseling		Publications - Professional Publications	
Classroom Supplies		Publications - Professional Text Books	
Classroom Supplies - Pens and Pencils		Publications - Trade	
Clerical Services		Publishing Expenses	
Clothing - Special Use Items		Resumes	
Clothing - Special Use Items by Dry Cleaning		Substitute Teacher Payments	
Clothing - Special Use Items Laundry @ \$1 each		Teaching Aids - Equipment	
Clothing - Uniform Dry Cleaning		Teaching Aids - Films	
Clothing - Uniform Laundry @ \$1 per load		Teaching Aids - Materials	
Clothing - Uniforms		Teaching Aids - Slides	
Copying Costs		Telegrams	
Credential Renewals		Telephone - Answering Service	
Dues Associations		Telephone - Paging Expense	
Dues - Chapters		Telephone - Pay Phones	
Dues - Professional Societies		Telephone - Toll Calls	
Dues - Unions		Typing	
Educational Research		Writing Expenses	
Education - Books		Professional Library Depreciation (Prior Years)	
Education - Continuing Education Courses		Equipment Depreciation (From Prior Years)	
Education - Professional Development		Equipment Purchased This Year	
Educational - Activities		TOTAL	
Educational - Clinics			
Educational - Conventions			
Educational - Institutes			
TOTAL			

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.