

CLERGY DEDUCTIONS

Client: _____

Tax Year _____

The purpose of this worksheet is to help you organize your tax deductible business 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.

Parsonage Allowance	
Interest - home	
Allowance received	
Taxes - home	
Rent - home	
Repairs - home	
Insurance - home	
Utilities - home	
Utilities - Telephone	
Utilities - Internet	
Utilities - Cable TV	
Utilities - Cellular	
Other _____	
Total	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Professional	
Professional dues	
Religious subscriptions	
Business Associations	
Secretarial	
Bookkeeper	
Other _____	
Other _____	
Total	

Supplies/Equipment	
Music books	
Theology books	
Business cards	
Clerical service	
Greeting cards	
Insurance	
Legal & professional fees	
Map book	
Pager	
Photocopy	
Postage	
Software	
Office equipment	
Office supplies	
Computer	
Vestments	
Vestments - cleaning	
Vestments - repair	
Other _____	
Other _____	
Other _____	
Other _____	
Total	

Continuing Education	
Correspondence Course	
Course Registration	
Materials & supplies	
Photocopy	
Reference material	
Seminar fees	
Textbooks	
Other _____	
Other _____	
Total	

Telephone	
Answering machine	
Answering Service	
Cellular	
Pay Phone	
Toll Calls	
Fax line	
Other _____	
Total	

Insurance	
Equipment	
Other _____	
Total	

Other Information	

VEHICLE, TRAVEL & ENTERTAINMENT EXPENSE

Client: _____

Tax Year: _____

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Vehicle Expense	
Description of vehicle	
Date placed in service	
Odometer reading beginning of year	
Odometer reading end of year	
Total miles	
Business miles	
Commute miles	
Daily average round-trip commute	
Personal miles	
Is car leased?	
Is car owned (or financed)	
Was this vehicle depreciated in a prior year?	
Gas, lube, oil	
Repairs & Maintenance	
Tires	
Towing	

Vehicle Expense	
Insurance	
Auto license/reg	
Washes and Detailing	
Lease payments	
Interest	
Auto club	
Warranty	
Smog Certificate	
Other _____	
Other _____	
Total	

Travel & Entertainment Expense	
Airfare, train	
Car rental & gas	
Parking, tolls	
Taxi, bus, shuttles	
Lodging	
Meals	
Entertainment	
Tips	
Telephone	
Dry Cleaning	
Number of days out of town	
Other _____	
Other _____	
Total	

Other Information

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