

## AIRLINE PERSONNEL DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

Uniforms	
Alterations/Repairs	
Belts	
Emblems/Insignia/Wings	
Gloves	
Hat	
Jacket/Overcoat	
Laundry/DryCleaning	
Pants	
Shirts/Blouses	
Shoes/Boots	
Sweater/Vest	
Ties/Scarf	
Other _____	
Other _____	
<b>Total</b>	

Professional	
Bidding/Software/Fees	
Books/Manuals/Tapes	
Business Cards	
Internet	
FAA Medical Exam	
ID Replacement	
Licenses	
Passport/Photo/Visa	
Professional dues	
Subscriptions/Publications	
Training Expense	
Union dues/Assessments	
Union Ofcr./Committee	
Other _____	
Other _____	
<b>Total</b>	

Mileage		
FAA Physical		Miles
Company Physical		Miles
Training		Miles
Other _____		Miles
<b>Total</b>		

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Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Equipment	
Alarm Clock/Portable	
Calculators	
Cockpit Keys	
Ear Piece/Protectors	
Flashlight/Batteries	
Flight Bag	
Jet Bridge Keys	
Log Book	
Luggage/Garment Bag	
Maps/Charts	
Name Tags	
Portable Security Device	
Sunglasses	
Translators	
Voltage Converter	
Watch/Batteries	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Telephone	
Second Line	
Long distance	
Pay phone	
Cell phone	
Answering machine	
Fax line	
Other _____	
Other _____	
<b>Total</b>	

Other Information	

Prepared By:

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11-23-2020

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ID# \_\_\_\_\_

Tax Year 2020

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Uniforms	
Alterations/Repairs	
Belts	
Emblems/Insignia/Wings	
Gloves	
Hat	
Jacket/Overcoat	
Laundry/DryCleaning	
Pants	
Shirts/Blouses	
Shoes/Boots	
Sweater/Vest	
Ties/Scarf	
Other _____	
Other _____	
<b>Total</b>	

Professional	
Bidding/Software/Fees	
Books/Manuals/Tapes	
Business Cards	
Internet	
FAA Medical Exam	
ID Replacement	
Licenses	
Passport/Photo/Visa	
Professional dues	
Subscriptions/Publications	
Training Expense	
Union dues/Assessments	
Union Ofcr./Committee	
Other _____	
Other _____	
<b>Total</b>	

Mileage		
FAA Physical		Miles
Company Physical		Miles
Training		Miles
Other _____		Miles
<b>Total</b>		

Other Information	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Equipment	
Alarm Clock/Portable	
Calculators	
Cockpit Keys	
Ear Piece/Protectors	
Flashlight/Batteries	
Flight Bag	
Jet Bridge Keys	
Log Book	
Luggage/Garment Bag	
Maps/Charts	
Name Tags	
Portable Security Device	
Sunglasses	
Translators	
Voltage Converter	
Watch/Batteries	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Telephone	
Second Line	
Long distance	
Pay phone	
Cell phone	
Answering machine	
Fax line	
Other _____	
Other _____	
<b>Total</b>	

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# AUTOMOBILE SALESPERSON DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

Sales Expenses	
Advertising	
Agency Charges	
Bank Charges	
Batteries	
Business Cards	
Clerical	
Client Gifts	
Commission	
Courier Service	
Customer Refreshments	
Entertainment, Tickets	
Flashlight	
Flowers/Cards	
Food & Beverages	
Gasoline, Customer's Vehicle	
Office Expense	
Photography	
Postage	
Printing	
Promotional Items	
Referrals	
Repairs	
Sales Assistants	
Sales Inducements	
Signs, Flags, Banners	
Stationery	
Support Shoes & Hosiery	
Team Sales Incentives	
Tips - Lot Porters & Detailer	
Tools	
Travel - Overnight	
Uniforms - Dealer Required	
Washes/Waxes, Customer	
Other _____	
Other _____	
Total	

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Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Professional	
Continuing Ed	
Dues	
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
Publications	
Resumes	
Seminars	
Other _____	
Other _____	
Other _____	
Total	

Equipment	
Attache Case	
Calculator	
Camera	
Cell Phone	
Telephone	
Other _____	
Other _____	
Other _____	
Total	

Telephone	
Cell Phone Service	
Long Distance	
Pay Phone	
Other _____	
Total	

Other Information	

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## BUSINESS PROFESSIONALS DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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Miscellaneous	
Business Cards	
Clerical	
Computer Supplies	
Customer Lists	
Gifts	
Office Supplies	
Postage	
Photocopying	
Printing	
Repairs	
Shipping	
Stationery	
Other _____	
Other _____	
Total	

Professional	
Dues	
E & O Insurance	
Legal & Professional	
Licenses	
Memberships	
Publications	
Seminars	
Continuing Ed	
Resumes	
Other _____	
Other _____	
Total	

Telephone	
Long Distance	
Faxes	
Pay Phone	
Cell Phone Service	
2nd Line	
Answering Service	
Other _____	
Other _____	
Other _____	
Total	

Equipment	
Attache Case	
Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Cell Phone	
Software	
Recorder	
Telephone	
Other _____	
Other _____	
Total	

Vehicle & Travel
See Vehicle, Travel & Entertainment Worksheet

Other Information

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## CLERGY DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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Parsonage Allowance	
Interest - home	
Allowance received	
Taxes - home	
Rent - home	
Repairs - home	
Insurance - home	
Utilities - home	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Professional	
Professional dues	
Religious subscriptions	
Business Associations	
Secretarial	
Bookkeeper	
Other _____	
Other _____	
<b>Total</b>	

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

Insurance	
Equipment	
Other _____	
<b>Total</b>	0

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

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 _____	
<b>Total</b>	

Telephone	
Answering machine	
Answering Service	
Cell Phone	
Pay Phone	
Toll Calls	
Fax line	
Other _____	
<b>Total</b>	

Other Information	

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## DAY CARE PROVIDER DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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Ordinary Supplies	
Advertising	
Books & Magazines	
Business Tax	
Child Proofing Devices	
Continuing Education (child care)	
CPR Training	
Food & Snacks	
Insurance: Bond	
Insurance: Business	
Insurance: Liability	
License & Permits	
Payroll: Wages	
Payroll: Taxes	
Professional Fees: Legal	
Professional Fees: Tax Preparation	
Repairs	
Replacements	
Supplies: Art	
Supplies: Bottles, Formulas, Diapers	
Supplies: Cleaning	
Supplies: Household	
Supplies: Laundry	
Supplies: Office	
Supplies: Party	
Telephone: Cell	
Telephone: House	
Tickets, Fees, etc. - Field Trips	
Toys	
Video Rentals	
Other: _____	
Other: _____	
Other: _____	
<b>Total</b>	

Major Purchases	
Car Seats	
Cribs	
High Chairs	
Riding Equipment	
Swing Set/Slides	
Other: _____	
Other: _____	
Purchases (Subject to Percentage of Business Use)	
Computer Equipment	
Dishwasher	
Dryer	
Fencing	
Refrigerator	
Television	
Video Player (DVD, etc.)	
Washer	
Other: _____	
Other: _____	
<b>Total</b>	

Business Use of Home	
Total Square Feet of Home	
Business Area of Home	
Business Hours (Total for Year)	
Allocated Expenses (Subject to Percentage of Business Use)	
Home Mortgage Interest	
Property Taxes	
Insurance	
Rents	
Cleaning Service	
Gardner	
Maintenance & Repairs	
Pool Service & Supplies	
Repairs	
Utilities: Cable	
Utilities: Gas & Electric	
Utilities: Trash	
Utilities: Water	
Other: _____	
Other: _____	
<b>Total</b>	

Vehicle & Travel
See Vehicle, Travel & Entertainment Worksheet

Other Information

Prepared By: \_\_\_\_\_

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## DIRECT SELLER DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_ Tax Year 2020

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Inventory	
Inventory at Beginning of Year	
Purchases	
Cost of Items for Personal Use	
Other Costs	
Inventory at End of Year	

Sales Expenses	
Advertising	
Business Cards	
Bank Charges	
Catalogues	
Commissions	
Demos	
Freight	
Gifts	
Kits	
Map Books	
Postage	
Refunds	
Sales Aids	
Sales Assistants	
Samples & Promotional Items	
Seminars & Trade Shows	
Service Charges	
Snacks & Beverages	
Storage Containers	
Storage Fees	
Supplies - Meeting\Party	
Supplies - Misc	
Supplies - Office	
Other _____	
Other _____	
Total	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Professional	
Dues	
Insurance	
License	
Publications	
Other _____	
Other _____	
Total	

Telephone	
Long Distance	
Faxes	
Pay phone	
Cell Phone Service	
2nd Line	
Answering Service	
Other _____	
Other _____	
Other _____	
Total	

Equipment	
Attache Case	
Calculator	
Desk	
Display Tables	
Camera	
Filing Cabinet	
Cell Phone	
Telephone	
Other _____	
Other _____	
Total	

Other Information	

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## EDUCATOR DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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Classroom Aids	
Attendance Books	
Arts & Crafts	
Audio Visual	
Books	
Decorations	
Food	
Grade Books	
Rentals	
Software	
Film/Processing	
Photocopying	
Printing	
Publications	
Party Supplies	
Tools	
Trophies	
Prizes & Awards	
Stationery	
Other _____	
Other _____	
Total	
Professional	
Conventions	
Dues	
E & O Insurance	
Job Seeking	
Legal Fees	
Licenses	
Memberships	
Seminars	
Continuing Ed	
Resumes	
School Functions	
Other _____	
Other _____	
Total	
Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	
Other Information	

Telephone	
Long distance	
Faxes	
Pay phone	
Cell Phone Service	
2nd Line	
Answering Service	
Other _____	
Other _____	
Other _____	
Total	

Equipment	
Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Cell phone	
Recorder	
Other _____	
Other _____	
Other _____	
Total	

Uniforms	
Dry cleaning	
Laundry	
Lab Coats	
Other _____	
Other _____	
Total	

Miscellaneous	
Postage	
Storage	
Other _____	
Other _____	
Total	

## ENTERTAINER DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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Promotional	
Agent Commission	
Audition Expense	
Business Cards	
Film & Processing	
Fan Mail Service	
Paging Service	
Photos - Professional	
Portfolio Expense	
Publicity Agent	
Resume	
Other _____	
Other _____	
<b>Total</b>	

Professional	
Office Supplies	
Photocopy - Scripts, etc.	
Professional dues	
Secretarial	
Trade Publications	
Union dues	
Other _____	
Other _____	
<b>Total</b>	

Continuing Education	
Coaching	
Dance Training	
Music Arrangement	
Music Tapes, Recordings	
Music Training	
Rents - Rehearsal Hall	
Voice Training	
Other _____	
Other _____	
<b>Total</b>	

Insurance	
Equipment	
Other _____	
<b>Total</b>	

Other Information	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Supplies/Equipment	
Alterations - Repairs	
Cleaning (costumes)	
Costumes - Wardrobe	
Hair Care	
Makeup	
Manicure	
Props, Stunt Supplies	
Equipment Repairs	
Amplifier	
Audio Systems	
Musical Instruments	
Recorder	
Speaker Systems	
Shoes - Special	
Digital Media	
Tools	
Wigs	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Telephone	
Answering machine	
Answering Service	
Cell Phone	
Land Line	
Fax Line	
Other _____	
Other _____	
<b>Total</b>	

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## FIREFIGHTER DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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Uniforms	
Uniforms	
Belts	
Boots, shoes	
Gloves	
Hat, helmet	
Jacket	
Pants	
Shirts	
Ties	
Emblems, insignia	
Dry Cleaning	
Laundry	
Other _____	
Other _____	
Total	

Professional	
Union dues	
Association dues	
Professional dues	
Subscriptions	
Other _____	
Other _____	
Total	

Continuing Education	
Seminars	
Workshops	
Books, manuals	
Supplies	
Other _____	
Other _____	
Total	

Insurance	
Errors & Omissions	
Other _____	
Total	

Other Information	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Equipment	
Badges, name tags	
Briefcase	
Binoculars	
Flashlight, bulbs, batteries	
Maps	
Notebook	
Equipment repairs	
Safety equipment	
Recorder	
Digital Media	
Other _____	
Other _____	
Other _____	
Total	

Meals	
House dues	
Business meals on-the-job	
Other _____	
Other _____	
Total	

Telephone	
2nd Line	
Long distance	
Pay phone	
Cell Phone Service	
Answering machine	
Fax line	
Other _____	
Total	

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## HAIRSTYLIST/MANICURIST DEDUCTIONS

Client: \_\_\_\_\_ ID# \_\_\_\_\_ Tax Year 2020

The purpose of this worksheet is to help you organize your tax deductible hairstylist/manicurist 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.

Miscellaneous	
Business Cards	
Public Relations/Photos	
Refreshments for Customers	
Client Gifts	
Office Supplies	
Postage	
Rent	
Assistant Fees	
Shampoo Person Expenses	
Laundry	
Cleaning Expense	
Other _____	
Other _____	
Total	

Professional	
Dues & Professional Fees	
Liability Insurance	
Legal & Professional	
Licenses	
Business Tax	
Memberships	
Publications	
Hair Shows	
Seminars	
Other _____	
Other _____	
Total	

Telephone	
Telephone	
Answering Service	
Pager/Voice mail	
Cell Phone Service	
Pay Phone	
Long Distance	
Other _____	
Other _____	
Total	

Equipment & Supplies	
Hairdryers, Drills, etc.	
Hair Products	
Nail Products	
Misc. Supplies	
Telephone	
Cell Phone	
Equipment Repairs	
Equipment Rental	
Other _____	
Other _____	
Other _____	
Total	

Vehicle & Travel
See Vehicle, Travel & Entertainment Worksheet

Other Information

## LAW ENFORCEMENT DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_ Tax Year 2020

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Uniforms	
Uniforms	
Belts	
Boots, shoes	
Gloves	
Hat, helmet	
Jacket	
Pants	
Shirts	
Ties	
Emblems, insignia	
Dry Cleaning	
Laundry	
Rain gear	
Other _____	
Other _____	
<b>Total</b>	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	
Equipment/Supplies	

Ammo pouch	
Ammunition	
Badges, name tags	
Baton	
Briefcase	
Bulletproof vest	
Ear protectors	
Camera	
Film & processing	
Flashlight, bulbs, batteries	
Guns	
Mace	
Maps	
Notebook	
Equipment repairs	
Safety equipment	
Recorder	
Digital Media	
Whistle	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Professional	
Registration	
Fingerprinting	
Licenses & permits	
Union dues	
Association dues	
Professional dues	
Range dues	
Subscriptions	
Textbooks	
Seminars	
Workshops	
Books, manuals	
Supplies	
Other _____	
Other _____	
<b>Total</b>	

Telephone	
2nd Line	
Long distance	
Cell Phone Service	
Answering machine	
Fax line	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Insurance	
Bond	
Errors & Omissions	
Other _____	
Other _____	
<b>Total</b>	

Other Information	

## LONG HAUL TRUCKER/OVERNIGHT DRIVER

Client: \_\_\_\_\_ ID# \_\_\_\_\_ Tax Year 2020

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Out of Town Travel Expenses	
Baggage & Shipping	
Bath/Shower	
Car Rental & Gas	
Laundry/Laundry Supplies	
Locker Fees	
Lodging	
Meals (Actual Cost)	
Parking & Tolls	
Taxi, Commuter Bus, Shuttles	
Telephone/Fax	
Tips	
Toiletries	
Transportation-Air Fare, Bus, Train	
Other	
<b>Total</b>	

Owner Operator Truck Expenses	
Description of Truck	
Date Placed in Service	
Odometer-Beginning of Year	
Odometer-End of Year	
Interest Paid	
Gas, Lube, Oil	
Repairs & Maintenance	
Tires	
Insurance	
License/Registration Fee	
Other	
<b>Total</b>	

Dues & Fees	
License	
Permits/Fees	
Security Bond	
Trade Association Dues	
Travel Card Fees	
Union Dues	
Other	
<b>Total</b>	

Miscellaneous Expenses	
Business Cards & Stationary	
Delivery Expenses-Postage	
Insurance-Business	
Legal & Professional Services	
Office Supplies	
Safety Classes	
Secretarial Services	
Testing-Job Related	
Other	
<b>Total</b>	

Supplies	
Back Supporter	
Batteries	
Cellular Phone	
Citizens Band Radio	
Compass/GPS	
Fire Extinguisher	
First Aid Kit	
Flares	
Flashlight	
Glasses-Safety & Sun	
Gloves	
Ice Chest/Thermos	
Map/Map Book	
Radio	
Safety Boots/Shoes	
Seat Cushion	
Tools	
Trade Publications	
Uniforms & Maintenance	
Weather Receiver	
Other _____	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Other Information	

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## REALTOR DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_ Tax Year 2020

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Sales	
Advertising	
Appraisal Fees	
Business cards	
Bank charges	
Clerical	
Client Gifts	
Courier Service	
Fees:	
Commissions Paid	
Escrow/Loan Fees	
Referrals	
Film/Processing	
Flowers/Cards	
Keys/Locksmith	
Lock Boxes	
Map Books	
Office Expense	
Open House	
Rent	
Sales Assistants	
Repairs	
Signs, Flags, Banners	
Food	
Software	
Photocopying	
Printing	
Tools	
Stationery	
Other _____	
Other _____	
<b>Total</b>	

Professional	
Dues	
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
Multiple Listing	
Publications	

Professional	
Seminars	
Continuing Ed	
Resumes	
Other _____	
Other _____	
<b>Total</b>	

Telephone	
Long Distance	
Fax	
Pay phone	
Cell Phone Service	
2nd Line	
Answering Service	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Equipment	
Attache Case	
Calculator	
Desk	
Camera	
Chair	
Filing Cabinet	
Cell Phone	
Recorder	
Telephone	
Other _____	
Other _____	
<b>Total</b>	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Other Information	

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11-23-2020

## MEDICAL PROFESSIONAL DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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.

Uniforms	
Alterations & repairs	
Dry cleaning	
Hat, cap	
Laundry	
Pants	
Scrubs	
Shoes	
Other _____	
Other _____	
<b>Total</b>	

Professional	
Alumni dues	
Medical Association dues	
Professional dues	
Referral service	
Subscriptions	
Union dues	
Other _____	
Other _____	
<b>Total</b>	

Continuing Education	
Correspondence courses	
Lab fees	
Materials & supplies	
Photocopy	
Reference material	
Registration fees	
Seminars	
Transcripts	
Tuition	
Textbooks	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Supplies	
Bag - medical	
Briefcase	
Business cards	
Medical equipment	
Office supplies	
Pager, beeper	
Equipment repairs	
Stationery	
Tape recorder, tapes	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Other Expenses	
Malpractice insurance	
Legal fees	
Liability insurance	
Other _____	
Other _____	
<b>Total</b>	

Telephone	
2nd Line	
Long distance	
Pay phone	
Cellular	
Answering machine	
Fax line	
Other _____	
<b>Total</b>	

Other Information	

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11-23-2020



## SELF-EMPLOYED INDIVIDUAL DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

Operating Expenses	
Advertising	
Bank Charges	
Business Cards	
Catalogues	
Cleaning & Maintenance	
Commissions	
Demos	
Depreciation & Sect. 179	
Employee Benefits	
Freight	
Gifts	
Interest	
Map Books	
Office Expense	
Pension/Profit Sharing	
Postage/Delivery Expenses	
Printing	
Refunds	
Rent (Machinery/Equip)	
Rent (Other)	
Repairs	
Sales	
Samples & Promotional	
Seminars & Trade Shows	
Service Charges	
Software	
Storage Fees	
Supplies	
Taxes	
Tools	
Utilities	
Wages	
Other _____	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

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.

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Cost Of Goods	
Cost of Items for Personal Use	
Cost of Labor	
Inventory at Beginning of Year	
Inventory at End of Year	
Materials and Supplies	
Outside Service	
Purchases	
Other _____	
Other _____	
<b>Total</b>	

Equipment	
Equipment	
Furniture	
Other _____	
<b>Total</b>	

Professional	
Dues	
Insurance	
Legal & Professional	
License	
Publications	
Other _____	
Other _____	
<b>Total</b>	

Telephone	
Cell Phone	
Long Distance	
Pay Phone	
Other _____	
<b>Total</b>	

Other Information	

Prepared By: \_\_\_\_\_

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11-23-2020

## VEHICLE AND TRAVEL EXPENSE

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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.

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?	Yes _____ No _____
Is car owned (or financed)	Yes _____ No _____
Was this vehicle depreciated in a prior year?	Yes _____ No _____
Gas, lube, oil	
Repairs & Maintenance	
Tires	
Towing	

Vehicle Expense	
Insurance	
Auto license/reg	
Personal property tax	
Lease payments	
Interest	
Auto club	
Warranty	
Smog Certificate	
Other _____	
Other _____	
Total	

Travel 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
<hr/> <hr/> <hr/> <hr/>

Prepared By:

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11-23-2020

# AUTOMOBILE SALESPERSON DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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.

Sales Expenses	
Advertising	
Agency Charges	
Bank Charges	
Batteries	
Business Cards	
Clerical	
Client Gifts	
Commission	
Courier Service	
Customer Refreshments	
Entertainment, Tickets	
Flashlight	
Flowers/Cards	
Food & Beverages	
Gasoline, Customer's Vehicle	
Office Expense	
Photography	
Postage	
Printing	
Promotional Items	
Referrals	
Repairs	
Sales Assistants	
Sales Inducements	
Signs, Flags, Banners	
Stationery	
Support Shoes & Hosiery	
Team Sales Incentives	
Tips - Lot Porters & Detailer	
Tools	
Travel - Overnight	
Uniforms - Dealer Required	
Washes/Waxes, Customer	
Other _____	
Other _____	
Total	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Professional	
Continuing Ed	
Dues	
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
Publications	
Resumes	
Seminars	
Other _____	
Other _____	
Other _____	
Total	

Equipment	
Attache Case	
Calculator	
Camera	
Cell Phone	
Telephone	
Other _____	
Other _____	
Other _____	
Total	

Telephone	
Cell Phone Service	
Long Distance	
Pay Phone	
Other _____	
Total	

Other Information	

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11-23-2020

# BUSINESS PROFESSIONALS DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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.

Miscellaneous	
Business Cards	
Clerical	
Computer Supplies	
Customer Lists	
Gifts	
Office Supplies	
Postage	
Photocopying	
Printing	
Repairs	
Shipping	
Stationery	
Other _____	
Other _____	
Total	

Professional	
Dues	
E & O Insurance	
Legal & Professional	
Licenses	
Memberships	
Publications	
Seminars	
Continuing Ed	
Resumes	
Other _____	
Other _____	
Total	

Telephone	
Long Distance	
Faxes	
Pay Phone	
Cell Phone Service	
2nd Line	
Answering Service	
Other _____	
Other _____	
Other _____	
Total	

Equipment	
Attache Case	
Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Cell Phone	
Software	
Recorder	
Telephone	
Other _____	
Other _____	
Total	

Vehicle & Travel
See Vehicle, Travel & Entertainment Worksheet

Other Information

## CLERGY DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Professional	
Professional dues	
Religious subscriptions	
Business Associations	
Secretarial	
Bookkeeper	
Other _____	
Other _____	
<b>Total</b>	

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 _____	
<b>Total</b>	

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

Telephone	
Answering machine	
Answering Service	
Cell Phone	
Pay Phone	
Toll Calls	
Fax line	
Other _____	
<b>Total</b>	

Insurance	
Equipment	
Other _____	
<b>Total</b>	0

Other Information	

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11-23-2020

# CONSTRUCTION WORKERS DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

Equipment/Supplies	
Batteries (Non - Automotive)	
Bed Liner, Truck	
Blades, Replacement	
Brooms, Mops, etc.	
Brushes	
Buckets	
Chain Saw, Electric/Gas	
Cleaning Supplies	
Compressor, Air	
Equipment Rentals	
Flashlight	
Gasoline, Equipment	
Gear, Rain	
Generator	
Hammers, All Types	
Ladders	
Propane, All Types	
Repairs, All Types (Attach List)	
Rope, All Types	
Safety Equipment (Attach List)	
Saws, Electric/Gas	
Shovels	
Tape	
Tool Bags, All Types	
Tool Boxes, All Types	
Tools	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

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.

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	
Professional	
Licenses & Permits	
Subscriptions	
Union Dues	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
<b>Total</b>	
Uniforms	
Coveralls	
Hardhats, etc.	
Uniforms, Shirts, Pants	
Safety Boots	
Other _____	
Other _____	
Other _____	
<b>Total</b>	
Telephone	
Cell Phone	
Long Distance	
Other _____	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Other Information	

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11-23-2020

## DAY CARE PROVIDER DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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.

Ordinary Supplies	
Advertising	
Books & Magazines	
Business Tax	
Child Proofing Devices	
Continuing Education (child care)	
CPR Training	
Food & Snacks	
Insurance: Bond	
Insurance: Business	
Insurance: Liability	
License & Permits	
Payroll: Wages	
Payroll: Taxes	
Professional Fees: Legal	
Professional Fees: Tax Preparation	
Repairs	
Replacements	
Supplies: Art	
Supplies: Bottles, Formulas, Diapers	
Supplies: Cleaning	
Supplies: Household	
Supplies: Laundry	
Supplies: Office	
Supplies: Party	
Telephone: Cell	
Telephone: House	
Tickets, Fees, etc. - Field Trips	
Toys	
Video Rentals	
Other: _____	
Other: _____	
Other: _____	
<b>Total</b>	

Vehicle & Travel
See Vehicle, Travel & Entertainment Worksheet

Major Purchases	
Car Seats	
Cribs	
High Chairs	
Riding Equipment	
Swing Set/Slides	
Other: _____	
Other: _____	
Purchases (Subject to Percentage of Business Use)	
Computer Equipment	
Dishwasher	
Dryer	
Fencing	
Refrigerator	
Television	
Video Player (DVD, etc.)	
Washer	
Other: _____	
Other: _____	
<b>Total</b>	

Business Use of Home	
Total Square Feet of Home	
Business Area of Home	
Business Hours (Total for Year)	
Allocated Expenses (Subject to Percentage of Business Use)	
Home Mortgage Interest	
Property Taxes	
Insurance	
Rents	
Cleaning Service	
Gardner	
Maintenance & Repairs	
Pool Service & Supplies	
Repairs	
Utilities: Cable	
Utilities: Gas & Electric	
Utilities: Trash	
Utilities: Water	
Other: _____	
Other: _____	
<b>Total</b>	

Other Information

Prepared By: \_\_\_\_\_

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11-23-2020

## DIRECT SELLER DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_ Tax Year 2020

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.

Inventory	
Inventory at Beginning of Year	
Purchases	
Cost of Items for Personal Use	
Other Costs	
Inventory at End of Year	

Sales Expenses	
Advertising	
Business Cards	
Bank Charges	
Catalogues	
Commissions	
Demos	
Freight	
Gifts	
Kits	
Map Books	
Postage	
Refunds	
Sales Aids	
Sales Assistants	
Samples & Promotional Items	
Seminars & Trade Shows	
Service Charges	
Snacks & Beverages	
Storage Containers	
Storage Fees	
Supplies - Meeting\Party	
Supplies - Misc	
Supplies - Office	
Other _____	
Other _____	
Total	

Professional	
Dues	
Insurance	
License	
Publications	
Other _____	
Other _____	
Total	

Telephone	
Long Distance	
Faxes	
Pay phone	
Cell Phone Service	
2nd Line	
Answering Service	
Other _____	
Other _____	
Other _____	
Total	

Equipment	
Attache Case	
Calculator	
Desk	
Display Tables	
Camera	
Filing Cabinet	
Cell Phone	
Telephone	
Other _____	
Other _____	
Total	

Vehicle & Travel
See Vehicle, Travel & Entertainment Worksheet

Other Information

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11-23-2020



## EDUCATOR DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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.

Classroom Aids	
Attendance Books	
Arts & Crafts	
Audio Visual	
Books	
Decorations	
Food	
Grade Books	
Rentals	
Software	
Film/Processing	
Photocopying	
Printing	
Publications	
Party Supplies	
Tools	
Trophies	
Prizes & Awards	
Stationery	
Other _____	
Other _____	
Total	
Professional	
Conventions	
Dues	
E & O Insurance	
Job Seeking	
Legal Fees	
Licenses	
Memberships	
Seminars	
Continuing Ed	
Resumes	
School Functions	
Other _____	
Other _____	
Total	
Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Telephone	
Long distance	
Faxes	
Pay phone	
Cell Phone Service	
2nd Line	
Answering Service	
Other _____	
Other _____	
Other _____	
Total	

Equipment	
Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Cell phone	
Recorder	
Other _____	
Other _____	
Other _____	
Total	

Uniforms	
Dry cleaning	
Laundry	
Lab Coats	
Other _____	
Other _____	
Total	

Miscellaneous	
Postage	
Storage	
Other _____	
Other _____	
Total	

Other Information	

# ENTERTAINER DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_ Tax Year 2020

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.

Promotional	
Agent Commission	
Audition Expense	
Business Cards	
Film & Processing	
Fan Mail Service	
Paging Service	
Photos - Professional	
Portfolio Expense	
Publicity Agent	
Resume	
Other _____	
Other _____	
<b>Total</b>	

Professional	
Office Supplies	
Photocopy - Scripts, etc.	
Professional dues	
Secretarial	
Trade Publications	
Union dues	
Other _____	
Other _____	
<b>Total</b>	

Continuing Education	
Coaching	
Dance Training	
Music Arrangement	
Music Tapes, Recordings	
Music Training	
Rents - Rehearsal Hall	
Voice Training	
Other _____	
Other _____	
<b>Total</b>	

Insurance	
Equipment	
Other _____	
<b>Total</b>	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Supplies/Equipment	
Alterations - Repairs	
Cleaning (costumes)	
Costumes - Wardrobe	
Hair Care	
Makeup	
Manicure	
Props, Stunt Supplies	
Equipment Repairs	
Amplifier	
Audio Systems	
Musical Instruments	
Recorder	
Speaker Systems	
Shoes - Special	
Digital Media	
Tools	
Wigs	
Other _____	
Other _____	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Telephone	
Answering machine	
Answering Service	
Cell Phone	
Land Line	
Fax Line	
Other _____	
Other _____	
<b>Total</b>	

Other Information	

# FIREFIGHTER DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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.

Uniforms	
Uniforms	
Belts	
Boots, shoes	
Gloves	
Hat, helmet	
Jacket	
Pants	
Shirts	
Ties	
Emblems, insignia	
Dry Cleaning	
Laundry	
Other _____	
Other _____	
<b>Total</b>	

Professional	
Union dues	
Association dues	
Professional dues	
Subscriptions	
Other _____	
Other _____	
<b>Total</b>	

Continuing Education	
Seminars	
Workshops	
Books, manuals	
Supplies	
Other _____	
Other _____	
<b>Total</b>	

Insurance	
Errors & Omissions	
Other _____	
<b>Total</b>	

Other Information	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Equipment	
Badges, name tags	
Briefcase	
Binoculars	
Flashlight, bulbs, batteries	
Maps	
Notebook	
Equipment repairs	
Safety equipment	
Recorder	
Digital Media	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Meals	
House dues	
Business meals on-the-job	
Other _____	
Other _____	
<b>Total</b>	

Telephone	
2nd Line	
Long distance	
Pay phone	
Cell Phone Service	
Answering machine	
Fax line	
Other _____	
<b>Total</b>	

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11-23-2020

## HAIRSTYLIST/MANICURIST DEDUCTIONS

Client: \_\_\_\_\_ ID# \_\_\_\_\_ Tax Year 2020

The purpose of this worksheet is to help you organize your tax deductible hairstylist/manicurist 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.

Miscellaneous	
Business Cards	
Public Relations/Photos	
Refreshments for Customers	
Client Gifts	
Office Supplies	
Postage	
Rent	
Assistant Fees	
Shampoo Person Expenses	
Laundry	
Cleaning Expense	
Other _____	
Other _____	
Total	

Professional	
Dues & Professional Fees	
Liability Insurance	
Legal & Professional	
Licenses	
Business Tax	
Memberships	
Publications	
Hair Shows	
Seminars	
Other _____	
Other _____	
Total	

Telephone	
Telephone	
Answering Service	
Pager/Voice mail	
Cell Phone Service	
Pay Phone	
Long Distance	
Other _____	
Other _____	
Total	

Equipment & Supplies	
Hairdryers, Drills, etc.	
Hair Products	
Nail Products	
Misc. Supplies	
Telephone	
Cell Phone	
Equipment Repairs	
Equipment Rental	
Other _____	
Other _____	
Other _____	
Total	

Vehicle & Travel
See Vehicle, Travel & Entertainment Worksheet

Other Information

## LAW ENFORCEMENT DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_ Tax Year 2020

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.

Uniforms	
Uniforms	
Belts	
Boots, shoes	
Gloves	
Hat, helmet	
Jacket	
Pants	
Shirts	
Ties	
Emblems, insignia	
Dry Cleaning	
Laundry	
Rain gear	
Other _____	
Other _____	
Total	

Professional	
Registration	
Fingerprinting	
Licenses & permits	
Union dues	
Association dues	
Professional dues	
Range dues	
Subscriptions	
Textbooks	
Seminars	
Workshops	
Books, manuals	
Supplies	
Other _____	
Other _____	
Total	

Insurance	
Bond	
Errors & Omissions	
Other _____	
Other _____	
Total	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	
Equipment/Supplies	
Ammo pouch	
Ammunition	
Badges, name tags	
Baton	
Briefcase	
Bulletproof vest	
Ear protectors	
Camera	
Film & processing	
Flashlight, bulbs, batteries	
Guns	
Mace	
Maps	
Notebook	
Equipment repairs	
Safety equipment	
Recorder	
Digital Media	
Whistle	
Other _____	
Other _____	
Other _____	
Total	

Telephone	
2nd Line	
Long distance	
Cell Phone Service	
Answering machine	
Fax line	
Other _____	
Other _____	
Other _____	
Total	

Other Information	

Prepared By:

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11-23-2020

## LONG HAUL TRUCKER/OVERNIGHT DRIVER

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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.

Out of Town Travel Expenses	
Baggage & Shipping	
Bath/Shower	
Car Rental & Gas	
Laundry/Laundry Supplies	
Locker Fees	
Lodging	
Meals (Actual Cost)	
Parking & Tolls	
Taxi, Commuter Bus, Shuttles	
Telephone/Fax	
Tips	
Toiletries	
Transportation-Air Fare, Bus, Train	
Other	
<b>Total</b>	

Owner Operator Truck Expenses	
Description of Truck	
Date Placed in Service	
Odometer-Beginning of Year	
Odometer-End of Year	
Interest Paid	
Gas, Lube, Oil	
Repairs & Maintenance	
Tires	
Insurance	
License/Registration Fee	
Other	
<b>Total</b>	

Dues & Fees	
License	
Permits/Fees	
Security Bond	
Trade Association Dues	
Travel Card Fees	
Union Dues	
Other	
<b>Total</b>	

Miscellaneous Expenses	
Business Cards & Stationary	
Delivery Expenses-Postage	
Insurance-Business	
Legal & Professional Services	
Office Supplies	
Safety Classes	
Secretarial Services	
Testing-Job Related	
Other	
<b>Total</b>	

Supplies	
Back Supporter	
Batteries	
Cellular Phone	
Citizens Band Radio	
Compass/GPS	
Fire Extinguisher	
First Aid Kit	
Flares	
Flashlight	
Glasses-Safety & Sun	
Gloves	
Ice Chest/Thermos	
Map/Map Book	
Radio	
Safety Boots/Shoes	
Seat Cushion	
Tools	
Trade Publications	
Uniforms & Maintenance	
Weather Receiver	
Other _____	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Other Information	

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11-23-2020

## REALTOR DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_ Tax Year 2020

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.

Sales	
Advertising	
Appraisal Fees	
Business cards	
Bank charges	
Clerical	
Client Gifts	
Courier Service	
Fees:	
Commissions Paid	
Escrow/Loan Fees	
Referrals	
Film/Processing	
Flowers/Cards	
Keys/Locksmith	
Lock Boxes	
Map Books	
Office Expense	
Open House	
Rent	
Sales Assistants	
Repairs	
Signs, Flags, Banners	
Food	
Software	
Photocopying	
Printing	
Tools	
Stationery	
Other _____	
Other _____	
Total	

Professional	
Seminars	
Continuing Ed	
Resumes	
Other _____	
Other _____	
Total	

Telephone	
Long Distance	
Fax	
Pay phone	
Cell Phone Service	
2nd Line	
Answering Service	
Other _____	
Other _____	
Other _____	
Total	

Equipment	
Attache Case	
Calculator	
Desk	
Camera	
Chair	
Filing Cabinet	
Cell Phone	
Recorder	
Telephone	
Other _____	
Other _____	
Total	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Professional	
Dues	
E & O Insurance	
Legal Fees	
Licenses	
Memberships	
Multiple Listing	
Publications	

Other Information	

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11-23-2020

## MEDICAL PROFESSIONAL DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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.

Uniforms	
Alterations & repairs	
Dry cleaning	
Hat, cap	
Laundry	
Pants	
Scrubs	
Shoes	
Other _____	
Other _____	
<b>Total</b>	

Professional	
Alumni dues	
Medical Association dues	
Professional dues	
Referral service	
Subscriptions	
Union dues	
Other _____	
Other _____	
<b>Total</b>	

Continuing Education	
Correspondence courses	
Lab fees	
Materials & supplies	
Photocopy	
Reference material	
Registration fees	
Seminars	
Transcripts	
Tuition	
Textbooks	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Supplies	
Bag - medical	
Briefcase	
Business cards	
Medical equipment	
Office supplies	
Pager, beeper	
Equipment repairs	
Stationery	
Tape recorder, tapes	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Other Expenses	
Malpractice insurance	
Legal fees	
Liability insurance	
Other _____	
Other _____	
<b>Total</b>	

Telephone	
2nd Line	
Long distance	
Pay phone	
Cellular	
Answering machine	
Fax line	
Other _____	
<b>Total</b>	

Other Information	

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11-23-2020



# SELF-EMPLOYED INDIVIDUAL DEDUCTIONS

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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.

Operating Expenses	
Advertising	
Bank Charges	
Business Cards	
Catalogues	
Cleaning & Maintenance	
Commissions	
Demos	
Depreciation & Sect. 179	
Employee Benefits	
Freight	
Gifts	
Interest	
Map Books	
Office Expense	
Pension/Profit Sharing	
Postage/Delivery Expenses	
Printing	
Refunds	
Rent (Machinery/Equip)	
Rent (Other)	
Repairs	
Sales	
Samples & Promotional	
Seminars & Trade Shows	
Service Charges	
Software	
Storage Fees	
Supplies	
Taxes	
Tools	
Utilities	
Wages	
Other _____	
Other _____	
Other _____	
Other _____	
<b>Total</b>	

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Cost Of Goods	
Cost of Items for Personal Use	
Cost of Labor	
Inventory at Beginning of Year	
Inventory at End of Year	
Materials and Supplies	
Outside Service	
Purchases	
Other _____	
Other _____	
<b>Total</b>	

Equipment	
Equipment	
Furniture	
Other _____	
<b>Total</b>	

Professional	
Dues	
Insurance	
Legal & Professional	
License	
Publications	
Other _____	
Other _____	
<b>Total</b>	

Telephone	
Cell Phone	
Long Distance	
Pay Phone	
Other _____	
<b>Total</b>	

Other Information	

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11-23-2020

## VEHICLE AND TRAVEL EXPENSE

Client: \_\_\_\_\_

ID# \_\_\_\_\_

Tax Year 2020

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.

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?	Yes _____ No _____
Is car owned (or financed)	Yes _____ No _____
Was this vehicle depreciated in a prior year?	Yes _____ No _____
Gas, lube, oil	
Repairs & Maintenance	
Tires	
Towing	

Vehicle Expense	
Insurance	
Auto license/reg	
Personal property tax	
Lease payments	
Interest	
Auto club	
Warranty	
Smog Certificate	
Other _____	
Other _____	
Total	

Travel 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
<hr/> <hr/> <hr/> <hr/>

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