

# A.M. Accounting Services, LLC

13832 N 32nd Street - Suite C-118 - Phoenix, AZ 85032 - Office: (602) 374-3436 - Fax: (602) 354-7450  
 E-mail: info@amaccountingservices.com Web: www.amaccountingservices.com

## EDUCATOR DEDUCTIONS

CLIENT \_\_\_\_\_ ID# \_\_\_\_\_ 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.

A.M. Accounting Services, LLC will still need to see all supporting documentation.

<b>Classroom Aids</b>	
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 _____	
Total	
<b>Professional</b>	
Conventions	
Dues	
E & O Insurance	
Job Seeking	
Legal Fees	
Licenses	
Memberships	
Seminars/Continuing Ed	
Continuing Ed	
Resumes	
School Functions	
Total	

<b>Vehicle &amp; Travel</b>	
See Vehicle, Travel & Entertainment Worksheet	
<b>Telephone</b>	
Office Phone	
Faxes	
Cellular	
Answering Service	
Other _____	
Other _____	
Other _____	
Total	
<b>Equipment</b>	
Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Cell Phone	
Tape Recorder	
Other	
Total	
<b>Uniforms</b>	
Dry Cleaning	
Laundry	
Lab Coats	
Other	
Total	
<b>Miscellaneous</b>	
Postage	
Storage	
Other	
Total	

<b>Other Information</b>
--------------------------

---



---



---



---