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EDUCATOR EXPENSE WORKSHEET

| | |
|----------------|-------------------------|
| NAME: | TAX YEAR: |
| S.S.N.: | GROSS INCOME: \$ |

| | | | |
|--|----|---|----|
| ACCOUNTING | \$ | CLASSROOM SUPPLIES | \$ |
| ADMISSIONS | \$ | RENTALS | \$ |
| ANSWERING SERVICE | \$ | OTHER | \$ |
| BRIEFCASE/COMPUTER BAG | \$ | TELEPHONE: | |
| BUSINESS MILES (UNREIMBURSED) ATTACH VEHICLE EXPENSE WORKSHEET | | CELLULAR - BUSINESS % _____ | \$ |
| CONVENTIONS | \$ | CELL ACCESSORIES | \$ |
| COPY & PRINTING | \$ | BUSINESS LINE (SOLELY) | \$ |
| CREDENTIAL RENEWAL | \$ | FAX - BUSINESS % _____ | \$ |
| EDUCATION EXPENSE | \$ | TRAVEL EXPENSES: | |
| EQUIPMENT(LIST DATE & ITEM) | | AIRFARE | \$ |
| | \$ | HOTEL | \$ |
| | \$ | MEALS | \$ |
| | \$ | HOTEL | \$ |
| EQUIPMENT REPAIRS | \$ | MEALS | \$ |
| LIBRARY/MEDIA EXPENSE | \$ | TRANSPORTATION | \$ |
| MISCELLANEOUS | \$ | OTHER | \$ |
| OFFICE SUPPLIES | \$ | CLASS MEETINGS | \$ |
| PARKING | \$ | PTA MEETINGS | \$ |
| PHYSICAL EXAM (REQUIRED BY EMPLOYER) | \$ | TEACHER'S MEETINGS | \$ |
| POSTAGE | \$ | OTHER | \$ |
| P.O. BOX RENTAL | \$ | TOOLS | \$ |
| PROFESSIONAL DUES | \$ | UNIFORMS / SPECIAL CLOTHING | \$ |
| RESEARCH & DEVELOPMENT | \$ | UPKEEP/DRY CLEANING | \$ |
| SECRETARIAL SERVICES | \$ | UNIFORM UPKEEP / DRY CLEANING | \$ |
| SEMINARS / WORKSHOPS | \$ | UNION DUES | \$ |
| SUBSCRIPTIONS | \$ | WEBSITE | |
| PROFESSIONAL JOURNALS | \$ | SET UP | \$ |
| PUBLICATIONS | \$ | DOMAIN | \$ |
| STATIONARY | \$ | MISC | \$ |
| STORAGE (NOT PERSONAL) | \$ | OTHER EXPENSES NOT LISTED (INCL. DESCRIPTION) | |
| TEACHING AIDS: | | | \$ |
| ART SUPPLIES | \$ | | \$ |
| AUDIO & VIDEO | \$ | | \$ |
| BOOKS | \$ | | \$ |

We will prepare your Federal and State Tax Returns based on the information you have submitted to us. It is your responsibility to retain all documents, receipts, cancelled checks and other expenditures which are claimed on your tax returns. Your returns are subject to review by taxing authorities within 4 years of filing.

TAXPAYER SIGNATURE _____

DATE _____