

Name: _____
Print Name

Tax Year: _____

Education and training (to maintain and improve your skill in current profession) . . .	\$ _____	Legal expenses; job related (this may include protecting your license regarding medical problems or after a DWI)	\$ _____
FAA physical (not reimbursed)	\$ _____	Passport fee (if not reimbursed)	\$ _____
Headsets or ear molds	\$ _____	Professional books, publications or magazines	\$ _____
Jeppesens, flying materials, maps	\$ _____	Software (job related)	\$ _____
License fees	\$ _____	Uniform purchase (employer required)	\$ _____
Luggage, flight bag and carrying carts	\$ _____	Union dues (on last pay stub, NOT on W-2).	\$ _____
Mileage job related (not reimbursed and non-commuting)	_____ miles	Union Assessments-Union initiation fee (if applicable)	\$ _____

	Annual Cost	% Used for Work	Annual Work Cost
Cell phone or pager	\$ _____	_____ %	\$ _____
Computer	\$ _____	_____ %	\$ _____
Internet service	\$ _____	_____ %	\$ _____

How many times per month do you dry clean or wash the below uniform items?

Uniform Maintenance	Dry Clean Quantity	Dry Clean Unit Cost	Dry Clean Total Cost	Wash Quantity	Wash Unit Cost	Wash Total Cost
Pants	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Shirts.	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Jackets	_____	\$ _____	\$ _____	Dry clean and wash; TOTAL		\$ _____
Coat	_____	\$ _____	\$ _____			
Tie	_____	\$ _____	\$ _____			

Per Diem (below are two options to calculate “per diem”, Pro-Diem or Log Book)

Did your per diem cover all of your out-of-town expenses? Yes No

1) Pro-Diem; I have attached a copy of the Pro-Diem Inc report Yes No

2) Log Book; my expenses are based on my log book listing the total expense while on trips away from home (e.g. tipping, cab fares, food, and non-cell phone calls to home or employer. Log book must be complete.) \$ _____

Signature is required to process this tax deduction

I understand that to deduct these expenses, my employer would agree that these non-reimbursed expenses were needed to perform my job. You should retain all original receipts, checks, bank statement and mileage logs to support these deductions. I declare that the information I have provided to Nancy L Shoemake CPA, P.A. is to the best of my knowledge is true, correct and complete..

Signature

Date