

Name: _____
Print Name

Tax Year: _____

Continuing Education (degrees, tuition, books, software, supplies)	\$ _____
Conferences, travel and convention expenses	\$ _____
Entertainment expenses (meals with colleagues, etc.)	\$ _____
Job search, resume expenses	\$ _____
Mileage (for continuing education, conventions etc., not commuting)	_____ miles
Malpractice insurance	\$ _____
Society / organization fees	\$ _____
Professional books and publications (not magazines or news papers)	\$ _____
Professional license fees and membership	\$ _____
Supplies (calendar/day-timer, software, etc.)	\$ _____
Uniform purchase (required by employer)	\$ _____
Union dues (on last pay stub, NOT on W-2)	\$ _____

	\$ Annual Cost	% used for work	\$ Annual work cost
Cell phone or pager	\$ _____	_____	\$ _____
Computer	\$ _____	_____	\$ _____
Internet	\$ _____	_____	\$ _____

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

Uniform Maintenance	Dry Clean			Wash		
	Quantity	Unit Cost	Total Cost	Quantity	Unit Cost	Total Cost
Dress	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Jacket / smock	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Pants	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Shirts	_____	\$ _____	\$ _____	_____	\$ _____	\$ _____
Tie	_____	\$ _____	\$ _____	Dry clean and wash TOTAL		\$ _____

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