

**Tax Deduction Check List: CONSTRUCTION CONTRACTORS & LICENSED TRADES**

This sheet is to help you organize your employment-related deductible expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense required by your employer and not reimbursed. If you are self-employed, then the standard is only "ordinary and necessary." Do not include expenses for which you've been reimbursed, expect to be reimbursed, or would be reimbursed if you asked your employer for it. (If self-employed, please also complete our Business Tax Organizer).

**Professional**

Association dues \$ \_\_\_\_\_  
 Union dues \$ \_\_\_\_\_  
 Licenses \$ \_\_\_\_\_  
 Books & Publications \$ \_\_\_\_\_  
 Other: \_\_\_\_\_

**Continuing Professional Education**

Course fees \$ \_\_\_\_\_  
 Textbooks & supplies \$ \_\_\_\_\_  
 Transcripts \$ \_\_\_\_\_  
 Other: \_\_\_\_\_

**Communications**

2<sup>nd</sup> land line in your home \$ \_\_\_\_\_  
 Cell phone service \$ \_\_\_\_\_  
 Pager service \$ \_\_\_\_\_  
 ISP / Internet service \$ \_\_\_\_\_  
 Website costs \$ \_\_\_\_\_  
 Other: \_\_\_\_\_

**Legal / Financial**

Liability insurance \$ \_\_\_\_\_  
 Fire/property insurance \$ \_\_\_\_\_  
 Worker's Comp Ins. \$ \_\_\_\_\_  
 Bonding \$ \_\_\_\_\_  
 Legal & accounting srvc \$ \_\_\_\_\_  
 Other: \_\_\_\_\_

**Business Overhead**

Advertising \$ \_\_\_\_\_  
 Office supplies \$ \_\_\_\_\_  
 Postage/shipping \$ \_\_\_\_\_  
 Clerical support \$ \_\_\_\_\_  
 Business cards \$ \_\_\_\_\_  
 Blueprints, printing \$ \_\_\_\_\_  
 City/Co permits \$ \_\_\_\_\_

**Equipment / Capital Expenditures**

*(Please attach a complete list of purchases and sales of equipment & assets exceeding \$100 in value, with brief description of item, date of transaction, and amount paid or received. If an installment sale, please bring papers to your meeting with us).*

Pickups and cars under 8K lbs \$ \_\_\_\_\_  
 Trucks over 8K lbs \$ \_\_\_\_\_  
 Other heavy mobile equipment \$ \_\_\_\_\_  
 Stationary power tools \$ \_\_\_\_\_  
 Hand power & air tools \$ \_\_\_\_\_  
 Hand tools, cases, etc. \$ \_\_\_\_\_  
 Welding equipment \$ \_\_\_\_\_  
 Spray booths, equipment \$ \_\_\_\_\_  
 Scaffolding, staging, ladders \$ \_\_\_\_\_  
 Reusable concrete forms \$ \_\_\_\_\_  
 Generators, compressors \$ \_\_\_\_\_  
 Safety equipment \$ \_\_\_\_\_  
 Computers and printers \$ \_\_\_\_\_  
 Computer software \$ \_\_\_\_\_  
 Uniforms \$ \_\_\_\_\_  
 Other: \_\_\_\_\_

**Materials, supplies, expenses**

Wood, brick, tile, concrete,  
 and other construction mat. \$ \_\_\_\_\_  
 Pipe & plumbing materials \$ \_\_\_\_\_  
 Electrical materials \$ \_\_\_\_\_  
 Fittings, hardware \$ \_\_\_\_\_  
 HVAC systems, supplies \$ \_\_\_\_\_  
 Paint and paint supplies \$ \_\_\_\_\_  
 Equipment leases/rental \$ \_\_\_\_\_  
 Office/facilities lease/rent \$ \_\_\_\_\_  
 Equipment repair \$ \_\_\_\_\_  
 Subcontract labor \$ \_\_\_\_\_

**Other Expenses**

\_\_\_\_\_  
 \_\_\_\_\_

Clarity Tax Service Deduction Checklist:  
CONSTRUCTION CONTRACTORS  
& LICENSED TRADES – Page two

**Travel – Auto (In Miles)**

Between job sites Miles: \_\_\_\_\_  
Continuing ed & seminars \_\_\_\_\_  
Job search \_\_\_\_\_  
Professional meetings \_\_\_\_\_  
Purchasing supplies \_\_\_\_\_  
Out-of-town trips \_\_\_\_\_  
Tolls and parking \$ \_\_\_\_\_

**Travel (Out of Town) and Meals**

Airfare \$ \_\_\_\_\_  
Car rental and fuel \$ \_\_\_\_\_  
Bus, taxi, trains, shuttles \$ \_\_\_\_\_  
Parking & tolls \$ \_\_\_\_\_  
Lodging (do not combine with meals) \$ \_\_\_\_\_  
Meals (if kept receipts) \$ \_\_\_\_\_  
Entertainment \$ \_\_\_\_\_  
Porter, bellhop, laundry \$ \_\_\_\_\_

*(Please attach a full list of dates & destinations  
of travel so we can compute per diem deductions)*

**Other**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_