

Tax Deduction Check List: IT/ HIGH TECHNOLOGY PROFESSIONALS

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.

Professional

Association dues \$ _____
 Credentials \$ _____
 License \$ _____
 Other: _____

Continuing Professional Education

Tuition and fees \$ _____
 Course registration \$ _____
 Seminar fees \$ _____
 Internet class fees \$ _____
 Textbooks \$ _____
 Materials & supplies \$ _____
 Research expenses \$ _____
 Photocopies \$ _____
 Other: _____

Communications

2nd land line in your home \$ _____
 Cell phone service \$ _____
 FAX transmissions \$ _____
 ISP / Internet service \$ _____
 Website fees \$ _____
 Domain name registration \$ _____
 Other: _____

Equipment & Miscellaneous

Liability insurance \$ _____
 Subscriptions \$ _____
 Accounting / Tax prep \$ _____
 Resume and job hunt \$ _____
 Notebook computers \$ _____
 Desktop computers \$ _____
 Printers, peripherals \$ _____
 Software \$ _____
 Cell phone, pager, phone \$ _____
 FAX, copier, PDA \$ _____
 Computer tools & kits \$ _____
 Other: _____

Supplies and Expenses

Briefcase / laptop case \$ _____
 Letterhead / bus. cards \$ _____
 Clerical help \$ _____
 Computer supplies \$ _____
 Advertising / Promotion \$ _____
 Databases / customer lists \$ _____
 Equipment repair \$ _____
 Client gifts \$ _____
 (Maximum \$25/person)
 Contract labor \$ _____
 Postage / shipping \$ _____
 Technical books & pubs \$ _____
 General office supplies \$ _____
 Legal / professional \$ _____
 Other: _____

Travel – Auto (In Miles)

Between jobs Miles: _____
 Client meetings _____
 Continuing education _____
 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

