



## General Employment

Non Reimbursed Business Expenses Only. Deductions Subject to Tax Authority Regulations.

Name: \_\_\_\_\_ Soc Sec. #: \_\_\_\_\_ Tax year \_\_\_\_\_

<b>Auto Expense</b>		<b>Professional Fees &amp; Dues</b>	
Make/Model of your car		Association Dues	
Odometer on First day of year		License	
Odometer on Last day of year		Union Dues	
Total Miles Driven		Other:	
Total Miles driven For Business			
Date Acquired		<b>Travel - Out of Town</b>	
Is another vehicle avail. For use?		Airfare	
Date first used for business		Car Rental	
Purchase Price		Parking Fees (\$)	
Yearly Lease Payment		Taxi	
Lease Down Payment (First Yr. Only)		Train	
Gas/Oil		Bus & Subway	
Insurance/year		Lodging (do not combine with meals)	
Repairs and Maintenance		Meals (do not combine with lodging)	
Wash		Tips	
Parking		Laundry	
License Fees		Bridge & Highway Tolls	
Property Tax (Look at reg. Renewal)		Telephone	
Total Expenses		Other:	
<b>Communication Expenses</b>		<b>Miscellaneous Expenses</b>	
Cellular Calls		Charitable Donations	
Fax Transmissions		Liability Insurance - Business	
Paging Service		Subscriptions	
Internet Connection		Resume	
Other:			
		<b>Notations/Additional Deductions</b>	
<b>Continuing Education</b>			
Correspondence Course Fees			
Course Registration			
Materials & Supplies			
Photocopy Expense			
Seminar Fees			



**DADDY DON'S**  
TAX SERVICE

**DADDY DON'S TAX SERVICE, INC.**

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Textbooks			
Other:			
<b>Equipment Purchases</b>			
Answering Machines			
Calculator			
Fax Machine			
Pager			
Telephone			
Computer			
Cell Phone			
Printers			
Scanners			
Other:			
<b>Supply &amp; Expenses</b>			
Accounting Fees			
Advertising			
Bank Charges			
Business Cards			
Clerical Service			
Computer Software			
Computer Supplies			
Customer Lists			
Entertainment and Meals (Enter 100% of expense)			
Equipment Repair			
FAX Supplies			
Gifts			
Greeting Cards			
Legal & Professional Services			
Office Expense			
Photocopy Expense			
Postage & Shipping			
Rent			
Tax Preparation Fees			
Trade Publications & Map Book			
Other:			