

# Tax Deductions and Forms Checklist

## School Employee Checklist

Revised April 30, 2017

This is a list of items that you need when you come to see us for your tax return. We have additional forms on our [downloads](#) page to help in your record keeping.

*(Please note: this list is not complete, it is a short summary and more information may be needed on certain items.)*

**PLEASE DO NOT BRING CHILDREN WITH YOU TO PREPARE YOUR TAXES.**

**Be prepared – Appointments are not made after April 10 – only extensions until May or June.**

**What to bring: Please have everything together before you make an appointment.**

- \_\_\_ W2s from all jobs worked during the year
- \_\_\_ 1099s from any self-employed work done
- \_\_\_ Accurate list of income from a sideline business
- \_\_\_ 1099-Rs from retirement income and investments
- \_\_\_ Social Security income form if on social security
- \_\_\_ 1099-G if you have any gambling winnings or unemployment income
- \_\_\_ 1098-T if you have tuition fees for you, your spouse, or a dependent
- \_\_\_ Interest income statements from banks, savings, etc.
- \_\_\_ Mortgage Interest form from mortgage company
- \_\_\_ Property tax statement from county tax assessor
- \_\_\_ Any other forms that indicate that a copy was mailed to the IRS
- \_\_\_ Last pay check stub issued in December (For each taxpayer)
- \_\_\_ Copies of social security cards for each dependent
- \_\_\_ We will need to make copies of your Driver's License or State issued ID card
- \_\_\_ Last year's tax return if we did not do the return

A receipt is a register tape, bank statement, credit card statement, etc.

**Use the lines next to each item to mark your totals. This will make the process go faster when we are doing the tax return.**

**Law Enforcement – See the Law Enforcement Checklist**

**Firefighters – See the Firefighters Checklist**

**School Employees – See the School Employee Checklist**

**Oil Field Workers – See the Oil Field Worker Checklist**

## Deductions:

### **Schedule A:** These are your personal deductions

**Medical and Dental Expenses (Expenses for yourself, spouse, children and other relatives (even if they don't live with you.))**

	Prescriptions
	Health Insurance Premiums (Paid by you – will be on your check stub)
	Long Term Care insurance premiums
	Doctor's, dentist's, and practitioner fees (includes chiropractor)
	Hospitals, clinics, and medical facility fees
	Lab and X-ray fees
	Eyeglasses, contact lenses, contact care solution, etc.
	Medical equipment and supplies prescribed by the doctor
	Birth control (male and female)
	Mileage for all medical for the year (local and out of town)
	Lodging expenses up to \$50 per person per night for overnight travel
	Other medical and dental expenses or equipment

### **Sales Tax**

The tax program gives you an amount based on your income total. Additional sales tax for unordinary purchases – Furniture, Appliances, Vehicles, Etc.

	Furniture
	Appliances
	Vehicles

### **Real Estate Taxes – bring your property tax statements**

	Your main residence
	Additional property, land or time shares

### **Mortgage Interest – bring your mortgage interest statements**

	1 <sup>st</sup> Mortgage
	2 <sup>nd</sup> Mortgage
	Additional Mortgage Information
	Mortgage Insurance Premiums
	Closing costs on new home purchase – bring the closing papers

**Gifts to Charities – cash donations – amount on left – name of charity on right**


**Very important – donate to Goodwill, American Council of the Blind, Catholic Family Charities, Savers, etc. (Clothing, furniture, toys, etc) AND GET RECEIPTS \$\$\$\$**

**Tax Preparation Fees from last year**

	Professional fees from Tax Preparer
	Tax program and items to keep track of tax information

**Expenses associated with an investment, safe deposit box, etc.**

	Safe deposit box
	Investment fees, commissions, etc.

**Child Care – You will need a receipt from the provider. The receipt must contain:**

- Name of Organization / or Person doing the day care**
- Complete address**
- EIN or Social Security number for the individual provider**
- Phone number**

**The maximum deductible expense is \$3000 per child**

## UNREIMBURSED EMPLOYEE EXPENSES

These are expenses associated with your employment reported on a W2.

Expenses reported on a 1099 are reported on Schedule C. (See below)

Most of these expenses can be tracked by marking expenses on a calendar.

Download a calendar from our Downloads page.

[Click here & print as many calendars as needed](#) You will need proof of business usage

Vehicles used for your job to run errands, work from your vehicle, etc. If you use your school ID to get in to any school functions, sporting events, out of town travel or any other function – your mileage is deductible. Mark your mileage on a calendar.

### Vehicle 1

	Year, Make and model of vehicle
	Date purchased
	Ending mileage on Dec 31
	Beginning mileage on Jan 1 of last year or date of purchase if later
	Miles driven for business use
	Daily commuting miles
	Average number of miles per day for commute to and from work
	Amount reimbursed by employer

### Vehicle 2

	Year, Make and model of vehicle
	Date purchased
	Ending mileage on Dec 31
	Beginning mileage on Jan 1 of last year or date of purchase if later
	Miles driven for business use
	Daily commuting miles
	Average number of miles per day for commute to and from work
	Amount reimbursed by employer

If the vehicles are leased or used more than 50% for business you may be able to deduct actual expenses (Fuel, oil, repairs, tires, washes, insurance, etc.) A leased vehicle must use actual expenses.

### Vehicle 1 Actual expenses

	Fuel
	Insurance
	Oil changes, repairs, tires
	Washes
	Vehicle registration
	Original cost of vehicle (Full cost)

**Vehicle 2 Actual expenses**

	Fuel
	Insurance
	Oil changes, repairs, tires
	Washes
	Vehicle registration
	Original cost of vehicle (Full cost)

**Parking fees, tolls, train, bus, etc.**

	Parking fees
	Tolls
	Train, bus, transportation

**Travel expenses while away from home**

	Lodging (must have receipt)
	Airline (must have receipt)
	Car rental

**Business Expenses**

	Business gifts – birthdays, Christmas, funerals, other
	Education – Continuing education, LTC license, etc.
	Professional License renewal
	Other business expenses

**Meals and Entertainment**

	Meals (DOT)
	Meals
	Entertainment (Parties, movies, sporting events, etc.)

**Union and Professional Dues**

	Union & Professional dues
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**Professional Subscriptions**

	Subscriptions to job related magazines
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**Uniforms and Protective Clothing**

	Uniforms and dry cleaning – scrubs, suits, shirts, etc.
	Protective clothing – boots, hats, gloves, etc.
	Clothing with school name printed or other required uniforms

**Job Search Costs**

	Resumes, travel, meals, job hunter fees, etc.
	Supplies, advertising, etc.

**Other Deductions**

	Cell phone (Total monthly bill) and phones / accessories
	Internet
	Computer and supplies
	Office supplies
	Rent (Total for the year x % that office sq ft takes)
	Utilities (Total for the year x % that office sq ft takes)
	Other job related expenses

**Gambling**

	Winnings
	Loses

**Qualified Educator Expenses**

We normally use the standard \$250 and add another \$750 to cover other expenses used in your teaching abilities. This deduction only applies to PreK through 12<sup>th</sup> grade. Does not apply to college educators.

## SCHEDULE C

**This page is for income and expenses for a side business. The income would be considered cash or you will receive a 1099 for the income. Expenses count against income.**

**Total cash income not reported on a 1099**

	Advertising																																																								
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	Commissions and Fees
	Contract Labor
	Depreciation Items – Equipment and auto
	Employee benefits: _____ Insurance _____ Other benefits
	Insurance _____ Health insurance _____ Business insurance _____ Other insurance
	Interest on business credit cards
	Interest on Mortgage of business building
	Legal and Professional services
	Office Expense – supplies, computers, etc.
	Rent or lease – equipment, vehicles, machines
	Rent or lease – buildings, booths, storage, etc.
	Repairs / Maintenance – buildings or equipment
	Supplies
	Taxes – sales tax, city fees, permits, etc.
	Travel – Hotel, Airline, supplies on trip
	Meals – eating with fellow employees discussing work, taking clients out to eat, recruiting new customers over a meal. Less than \$25 – mark on a calendar. If over \$25 – must have a receipt and mark receipt with name of who you ate with.
	Meals – subject to 80% - truckers and commercial drivers
	Entertainment – Parties, movies, sporting events, etc. – not subject to limit
	Utilities – Total for the year times % of sq ft of office area or 100% if entire building
	Wages – reported to IRS on a W2 form
	Wages – reported to IRS on Form 1099
	Uniforms
	Freight / Postage
	Internet fees – monthly service fees
	Internet charges – web site, web site design, association fees
	Subcontractor wages
	Equipment purchases
	Software
	Computer and supplies
	Cell phone – monthly fees, phone, and accessories
	Phone line – landline
	Fax services
	Delivery fees
	Dues and publications
	Other



## Inventory

### If you keep an inventory of products to sell

	Opening inventory for the year
	Items purchased during the year
	Closing inventory for the year

## School

### Loans

Amount                      Whom                      Name of Loan Company

	T/S	
	T/S	
	T/S	
	T/S	

### 1098 T and expenses

	<b>Bring the 1098T for you, your spouse or dependent children</b>
	Expenses – supplies, books, backpacks, computers, software, equipment, lab fees
	Parking fees, room and board,
	Tutoring
	Uniforms
	Transportation fees

**This list will get you started – sometimes other factors may give you a tax deduction. The only dumb question is the one that you don't ask. So, ask that question – it MAY be deductible.**

### Questions you may have:

1. Do I need to make an appointment? Yes
2. May I bring my children with me? No – distractions may cause a mistake on your tax return
3. How much do you charge? First Responders and school employees - \$50 – Price list on website for others
4. How long will my session last? Depends on if you have this checklist completed and if you have all your forms. A normal session is one hour. Some may take 2 hours.
5. Are you able to do all forms for my tax return? In most cases, yes. I have not had any exceptions yet.
6. How long will my refund take? Normally a week to 10 days, but the IRS says 21 days if no problems with your tax refund.
7. I don't have copies of social security cards for my children, what now? I will need proof that it is your child. A previous tax return with their name and social security number will work, otherwise you will need to get a letter from the social security office.
8. Do you have my previous information from previous years? Yes, but we need all information updated every year.
9. I forgot a form on my tax return, what do I do? You may need to do an amended return – price starts at \$200 – discounts do not apply to an amended return.