

## Attorneys Deductions List

All items listed are only suggestions and may or may not apply to you and your job!

(Some of these items may already be listed on the original List of Deductions, please do not duplicate)

### Un-Reimbursed Employee Expenses:

Professional Subscriptions \_\_\_\_\_

Professional Upkeep \_\_\_\_\_

*(The requirement for a professional appearance must be specified by an Employee Manual and can include: Hair maintenance, make-up, nails, etc.)*

Cell Phone Purchase \_\_\_\_\_

*(These are to only be included if the cell phone is required for business purposes)*

Monthly Data Plans (above standard service billing) \_\_\_\_\_ x 12 = \_\_\_\_\_

*(These are to only be included if the cell phone is being used for business purposes)*

GPS System & Service \_\_\_\_\_

Other \_\_\_\_\_

### Professional Attire:

Suits \_\_\_\_\_

Ties \_\_\_\_\_

Dress Pants \_\_\_\_\_

Dress Shoes \_\_\_\_\_

Dress Shirts \_\_\_\_\_

Dry Cleaning \_\_\_\_\_

Other \_\_\_\_\_

*(This only applies to those who are required to maintain a professional appearance. This must also be specified in an Employee Manual)*

### Vehicle :

Ending Mileage \_\_\_\_\_ ( as of December 31<sup>st</sup> of the taxable year)

Beginning Mileage \_\_\_\_\_ ( as of January 1<sup>st</sup> of the taxable year)

How many were for business use ONLY \_\_\_\_\_

*(The IRS requires that all tax payers must maintain a mileage log and a maintenance log for proof of mileage.)*

*\*Please ask for assistance on how to properly track mileage\**

Reimbursed Fuel allowance ( \_\_\_\_\_ )

Parking Fees \_\_\_\_\_

Toll Fees \_\_\_\_\_

Car Cleaning \_\_\_\_\_

Other \_\_\_\_\_

### Other Miscellaneous Expense:

Job Required Education \_\_\_\_\_

Board Fees \_\_\_\_\_

Professional Gifts \_\_\_\_\_

*(These can include gifts for employers, employees, co-workers, customers, etc.)*

Other \_\_\_\_\_

### Meals & Entertainment:

*(The IRS requires that the taxpayer lists 5 items on all receipts: Who you were with, Why, Where, When, & How much)*

Meals \_\_\_\_\_

*(This can includes meals with co-workers, clients and potential clients as long as business is discussed)*

Entertainment \_\_\_\_\_

*(This can include drinks with co-workers, clients and potential clients as long as business is discussed)*

### Travel Expense:

Lodging \_\_\_\_\_

Airplane \_\_\_\_\_

Car Rental \_\_\_\_\_

Valet Tips \_\_\_\_\_

Cab Fare \_\_\_\_\_

Other \_\_\_\_\_

*(All travel expense should be documented with proof of business)*

### Office Expense:

Note Pads \_\_\_\_\_

Pens/Pencils \_\_\_\_\_

Paper \_\_\_\_\_

Internet Service \_\_\_\_\_

Computer Ink \_\_\_\_\_

Software \_\_\_\_\_

Other \_\_\_\_\_