

Name: _____

1. Supplies & Expenses

- \$ _____ Bag - Medical
- \$ _____ Briefcase
- \$ _____ Business Cards
- \$ _____ Business Meals (Enter 100%)
- \$ _____ Medical Equipment/Bag
- \$ _____ Office Supplies
- \$ _____ Recorder & Tapes
- \$ _____ Referral Service
- \$ _____ Repairs - Equipment
- \$ _____ Stationery
- \$ _____ Other: _____

2. Other Expenses

- \$ _____ Malpractice Insurance
- \$ _____ Finger Printing
- \$ _____ Journals - Medical
- \$ _____ Legal Fees RE: Employment Issues
- \$ _____ Liability Insurance
- \$ _____ Periodicals - Medical
- \$ _____ Professional Subscriptions
- \$ _____ Other: _____

3. Telephone Expenses

- \$ _____ Answering Machine
- \$ _____ Answering Service/Voicemail
- \$ _____ Cellular Service
- \$ _____ Paging Service
- \$ _____ Long Distance Calls
- \$ _____ Other: _____

4. Uniforms & Upkeep

- \$ _____ Scrubs
- \$ _____ Shoes
- \$ _____ Alterations & Repairs
- \$ _____ Laundry/dry cleaning
- \$ _____ Lab coat
- \$ _____ Hat/cap
- \$ _____ Pants
- \$ _____ Other: _____

5. Continuing Medical Education

- \$ _____ Tuition
- \$ _____ Seminar Fees
- \$ _____ Correspondence Course Fee
- \$ _____ Lab Fees
- \$ _____ Text Books
- \$ _____ Materials & Supplies
- \$ _____ Reference Materials
- \$ _____ Transcripts
- \$ _____ Photography Expenses
- \$ _____ Other: _____

6. Auto Travel

- _____ Between Medical Facilities (mi.)
- _____ Continuing Education (mi.)
- _____ Interviews –(mi.)
- _____ Out of Town Business trips (mi.)
- _____ Purchasing Equip. & Supplies (mi.)
- _____ Uniform Cleaning & Maintance (mi.)
- \$ _____ Parking Tolls
- \$ _____ Other: _____

7. Travel - Out of Town

- \$ _____ Airfare
- \$ _____ Car Rental
- \$ _____ Parking
- \$ _____ Taxi, Train, Bus
- \$ _____ Lodging (do not combine with meals)
- \$ _____ Meals (do not combine with lodging)
- \$ _____ Porter, Bell Captain
- \$ _____ Laundry
- \$ _____ Tolls
- \$ _____ Other: _____

8. Professional Fees & Dues

- \$ _____ Union Dues
- \$ _____ Professional Association Dues
- \$ _____ Medical Association Dues
- \$ _____ Alumni Dues
- \$ _____ Other: _____

I understand this worksheet provides a way for me to organize my deduction information only. Whether or not an item is listed on this worksheet is not necessarily an indicator of whether or not an item is deductible. Tax regulations change often and specific circumstances may determine whether or not an item is relevant to my situation. This worksheet cannot substitute for tax knowledge or professional tax advice.