

EDUCATOR WORKSHEET

ADMISSIONS	
ANSWERING SERVICE	
BRIEF CASE	
TAX PREPARATION FEES- legal and accounting fees	
COPY SERVICE	
CREDENTIAL RENEWAL	
EDUCATION EXPENSE	
LIBRARY/RESEARCH EXPENSE	
REQUIRED PHYSICAL EXAM	
OFFICE SUPPLIES / POSTAGE	
REPAIR & MAINTENANCE OF EDUCATIONAL EQUIPMENT	
SEMINARS/WORKSHOPS/CONVENTIONS	
SUBSCRIPTIONS TO PROF. JOURNALS & PUBLICATIONS	
ART AND CLASSROOM SUPPLIES	
AUDIO & VIDEO TAPES	
BOOKS	
RENTALS	
DUES- union dues, professional fees	
TELEPHONE USED FOR BUSINESS	
TRAVEL	
MEALS FOR BUSINESS	
CLASS/TEACHER MEETINGS	
PTA MEETINGS	
MEDICAL - doctor, dentist, optometry	
MEDICAL INSURANCE	
MORTGAGE INTEREST	
REAL ESTATE TAX	
CHARITY - cash check	
CHARITY - other	

VEHICLE EXPENSE:	VEHICLE 1	VEHICLE 2
Year vehicle was acquired		
Total Miles		
Business Miles		
Approx. miles per gallon		
Cost of insurance		
Repairs, tires, tune-ups		
Lease expense		
Vehicle Registration/DMV		

Name _____ Last Four Digits SS# *** - ** -

BUSINESS EQUIPMENT PURCHASED DURING THE YEAR:

Date Purchased (mm/dd/yyyy)	Description	Cost

CHECK LIST:

- Make sure all names are exactly as they appear on the Social Security cards.
- Subtotal all your receipts and write the totals in the appropriate categories.
- Bring all W-2s and 1099s with you.
- If you sold any stocks, bring in all information, including date and price of purchase and sale.
- Make sure Social Security numbers are included for all children (dependents).
- Fill out the following:

Address: _____

City _____ State _____ Zip _____

Phone: home _____ work _____ cell _____

email: _____

for more info: sendforms@hnrclark.com

or save, print and fax to: **818.848.5832**

H.N.R. CLARK

4444 Riverside Drive | Ste 304 | Burbank, CA 91505

tel 818.848.5858 | fax 818.848.5832 | hnrclark.com

FOR OFFICE USE ONLY:

ESTIMATED FED REFUND _____ ESTIMATED STATE REFUND _____