

Unreimbursed Employee Business Expenses

Tax Year 2012

Taxpayer:

Spouse:

Occupation

Occupation

Please only list unreimbursed expenses related to W-2 income!

Note: If your combined employee business expenses do not add up to more than 2% of your adjusted gross income, they will not be deductible.

General Expenses

For examples of what can and cannot be deducted, please see our [List of Deductions](#)

	TAXPAYER	SPOUSE
Travel & Lodging (out of town):	\$ <input type="text"/>	\$ <input type="text"/>
Business Gifts (limit \$25 a person)	\$ <input type="text"/>	\$ <input type="text"/>
Seminars/Training:	\$ <input type="text"/>	\$ <input type="text"/>
Trade Publications:	\$ <input type="text"/>	\$ <input type="text"/>
Computer Equipment:	\$ <input type="text"/>	\$ <input type="text"/>
Computer Supplies:	\$ <input type="text"/>	\$ <input type="text"/>
Office Supplies:	\$ <input type="text"/>	\$ <input type="text"/>
Telephone (business use):	\$ <input type="text"/>	\$ <input type="text"/>
Internet (business use):	\$ <input type="text"/>	\$ <input type="text"/>
Postage/Courier	\$ <input type="text"/>	\$ <input type="text"/>
Other: Description		
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Vehicle Expenses

Related to W-2 Income

***Commuting is not deductible**, so please do not include it in your business mileage figure. Commuting means your trip from home to office and then from office to home. Other trips for business during the day would count, however.

TAXPAYER

SPOUSE

Year, make and model

Dates used: From to

Total miles for the year

Total business* miles

Is another vehicle available for personal use: Yes No

Is your vehicle leased? Yes No

If owned, purchase price of vehicle \$

Date of purchase

Year, make and model

Dates used: From to

Total miles for the year

Total business* miles

Is another vehicle available for personal use: Yes No

Is your vehicle leased? Yes No

If owned, purchase price of vehicle \$

Date of purchase

Tolls (business portion) \$

Parking (business portion) \$

Tolls (business portion) \$

Parking (business portion) \$

You can generally claim either the standard mileage rate or actual expenses, whichever is greater (some exceptions apply).

If you want me to calculate actual expenses, I need the total for the year of each expense:

From to

List total expenses incurred between the dates above:
I will calculate percentage applied as business use.

Gas & oil	\$	<input type="text"/>
Repairs/tires	\$	<input type="text"/>
Lease payments	\$	<input type="text"/>
Auto Insurance	\$	<input type="text"/>
Garage rent	\$	<input type="text"/>
Auto Club (AAA)	\$	<input type="text"/>

From to

List total expenses incurred between the dates above:
I will calculate percentage applied as business use.

Gas & oil	\$	<input type="text"/>
Repairs/tires	\$	<input type="text"/>
Lease payments	\$	<input type="text"/>
Auto Insurance	\$	<input type="text"/>
Garage rent	\$	<input type="text"/>
Auto Club (AAA)	\$	<input type="text"/>

Home Office

Related to W-2 Income

If you primarily work at your employer's office and you do not meet clients at your home, you will not qualify for this deduction

TAXPAYER

SPOUSE

Location 1: Address

Employer:

Dates used: From to

Percent of time worked from home

Total area of home (sq. ft.)

Area used exclusively for business (sq. ft.)

Rent \$ X months = \$

Utilities \$ X months = \$

Repairs and maintenance expense \$

Home insurance (total) \$

Location 1: Address

Employer:

Dates used: From to

Percent of time worked from home

Total area of home (sq. ft.)

Area used exclusively for business (sq. ft.)

Rent \$ X months = \$

Utilities \$ X months = \$

Repairs and maintenance expense \$

Home insurance (total) \$

Home Owners:

If you own your home and you wish to claim depreciation of the office portion, please complete the following (unless you have provided this in a prior year).

Adjusted Basis of Property:

\$ <input type="text"/>	Purchase Price of Property
\$ <input type="text"/>	Settlement Costs (abstract fees, legal fees, recording fees, surveys, transfer taxes, title insurance)
\$ <input type="text"/>	Capital Improvements made to property before it was made available for rent:
\$ <input type="text"/>	= TOTAL ADJUSTED BASIS

Value of land in price of property:

\$ (Note: Land is not a depreciable asset)

[Click here to go back to questionnaire](#)