

**Employee Business Expense**

Travel Expense	Amount
Air Fares.....	
Auto Rentals.....	
Entertainment.....	
Garage.....	
Hotel/Motel.....	
Meals.....	
Parking.....	
Postage.....	
Road Tolls.....	
Taxi, Subway.....	
Telephone, .....	
Tips.....	
Other.....	
.....	
.....	
.....	

**Sale of Personal Residence**

(Attach copy of closing /settlement statement)

Date Old Residence Acquired	
Cost or Basis of Old Residence	
Cost of Improvements (landscaping, driveway, roof, etc.)	
Fixing Up Expenses to Prepare for Sale (painting, repairs, etc.)	
Date Old Residence Sold	
Selling Price	
Expenses of Sale (commissions, legal fees, points, deed stamps, etc.)	
Was any part of residence rented or used for business?	
Was it your principal place of residence for 2 of the last 5 years, ending on date of sale?	
Date New Residence Acquired (or construction began)	
Date you occupied new residence	
Cost of New Residence	
If married do you and/or your spouse meet the ownership and residence requirements?	

**Automobile Expense**

Total Miles Driven	Car 1	Car 2
Total Mileage		
Business Mileage		
Business Use %		
Average Daily Commuting		
Written Records Available	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is another vehicle available for personal use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is an employer-provided vehicle available for personal use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Actual Automobile Expenses	Car 1	Car 2
Gas & Oil		
Insurance		
Licenses		
Lubrication		
Repairs		
Tires, Tire Repair		
Wash		
Other:		

**Child Care Deductions**

Number of Dependents Qualifying: \_\_\_\_\_

Provider's Name & Address (Include Individual's Name and/or Org. Name)	SS No. or Federal ID	Amount

Did you receive employer-provided dependent care assistance benefits?  Yes  No

If yes, amount: \$

Do you wish to designate your tax preparer to contact the IRS in case any questions arise regarding your tax return?

Yes  No

**To the best of my knowledge the enclosed information is correct and includes all income deductions and other information necessary for the preparation of this year's income tax returns for which I have adequate contemporaneous records.**

Signature \_\_\_\_\_

Date \_\_\_\_\_