

**INCOME TAX QUESTIONNAIRE FOR  
EMPLOYEE BUSINESS EXPENSES**

NAME: \_\_\_\_\_ YEAR: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Expenses Relating To Employee Business Activity:**

Advertising	_____	Meals	_____
Commissions Paid	_____	Entertainment	_____
Union Dues	_____	Office Supplies	_____
Insurance: Business	_____	Casual Labor	_____
Office Equipment	_____	Bank Charges	_____
Office Furniture	_____	Telephone: 2 <sup>nd</sup> Line	_____
Business Gifts	_____	Telephone: Long-Dist	_____
Legal & Prof Fees	_____	Telephone: Mobile	_____
Dues & Memberships	_____	Education & Seminars	_____
Equipment Rental	_____	Publications	_____
Uniforms	_____	Safety Equipment	_____
Travel & Lodging	_____	Other (Describe):	_____

Total Expense Reimbursements Received From Employer  
and not included on your W-2: \$ \_\_\_\_\_

**Automobile & Office in the Home Expenses**

You must complete the Automobile Expense or Office in Home Expense summary forms.

**Miscellaneous Expenses:**

Employee business expenses are added to the following miscellaneous expenses  
to determine the total deduction allowed.

Job Hunting Expenses	_____	IRA Fees	_____
Tax Preparation Fee	_____	Tax Planning Fees	_____
Investment Fees	_____	Investment Publications	_____
Gambling Losses	_____	Safe Deposit Box	_____