

Worksheet for Medical Professionals

PLEASE TRANSFER ALL YOUR SUBTOTALS TO SHEET #2 OR SHEET #3 IF YOU USE IT

TAX YEAR

201

NAME _____

A SUPPLIES / TOOLS		E PROFESSIONAL EDUCATION / SEMINARS	
Answering Machine		Correspondence Course Fees	
Bag- Medical		Lab Fees	
Beeper/Pager		Materials – Supplies	
Business Cards		Photocopy Expenses	
Medical Equipment		Reference Material	
Office Supplies		Registration + Seminar Fees	
Recorder + Tapes		Tuition + Transcript Fees	
Referral Service		Text Books	
Repairs- Equipment		Total Prof Ed Expenses	
Stationery		TRANSFER TO SHEET 2- LINE 21-2 OR SHEET 3- LINE 27-22 ▲	
Other:		F AUTO TRAVEL	
Total Supplies/Tools Expenses		Away from Home Overnight (miles)	
TRANSFER TO SHEET 2- LINE 21-8 OR SHEET 3- LINE 27-01 ▲		Between Job or Job Locations (miles)	
B MISC EXPENSES			
Medical Journals/Periodicals		Continuing Ed / Seminars (miles)	
Professional Subscriptions		Field Trips (miles)	
Legal		Library (miles)	
Liability/Malpractice Insurance		Meetings (miles)	
Other:		Purchasing Supplies/Materials (miles)	
Total Misc. Expenses		Professional Society Meetings (miles)	
TRANSFER TO SHEET 2- LINE 21-11 OR SHEET 3- LINES 27-25 ▲		School Functions (miles)	
		Total Business Miles =	
		TRANSFER TO SHEET 2 SEC. II- LINE 13 OR BACK SHT 3- LINE 44a ▲	
C TELEPHONE EXPENSES			
Answering Service		Parking Fees/Tolls	
Cellular Service		Auto Loan Interest	
Fax Transmissions		TRANSFER TO SHEET 2 SECTION I-LINE 2 OR SHEET 3- LINE 27-16 ▲	
Paging Service		G TRAVEL OUT-OF-TOWN	
Pay Phone		Airfare, Train, Bus	
Toll Calls		Car Rental	
Total Telephone Expenses		Parking, Bridge + Highway Tolls	
TRANSFER TO SHEET 2- LINE 21-9 OR SHEET 3- LINE 25 ▲		Taxi + Subway	
D UNIFORMS / PROTECTIVE CLOTHING			
Alterations/Repairs		Laundry	
Safety Shoes		Lodging (do not combine with meals)	
Cleaning		Porter/Bell Captain	
Gloves		Telephone Calls (including home)	
Hat, Cap		Total Out-of-Town Expenses	
Jacket		TRANSFER BACK OF SHEET 2 SECT. I- LINE 3 OR SHEET 3- LINE 24a ▲	
Laundry		Meals	
Pants		TRANSFER TO BACK OF SHEET 2- LINE 5 OR SHEET 3- LINE 24b ▲	
Scrubs		H DUES-UNION/PROFESSIONAL ASSOCIATIONS	
Other		Alumni/Professional Assn Dues	
Total Uniforms/Clothing Exp.		Medical Association Dues	
TRANSFER TO SHEET 2- LINE 21-10 OR SHEET 3- LINE 27-25 ▲		License Fee	
		Total Dues-Union/Prof Assn Exp	
		TRANSFER TO SHEET 2- LINE 21-01 OR SHEET 3- LINE 27-08 ▲	

Key Expenses for Medical Professionals

A SUPPLIES & EXPENSES:

Generally, to be deductible, items must be ordinary and necessary to your medical profession and not reimbursable by your employer. Record separately from other supplies, the cost of business assets which are expected to last longer than one year and cost more than \$100. Normally, the costs of such assets are recovered differently on your tax return than are other recurring, everyday business expenses like business cards, medical supplies etc.

B OTHER EXPENSES:

Expenses of looking for new employment in your present line of work are deductible – you do not have to actually obtain a new job in order to deduct the expenses. Out-of-town job seeking expenses are deductible only if the primary purpose of the trip is job seeking, not pursuing personal activities.

C TELEPHONE EXPENSES:

The basic local telephone service costs of the first telephone line provided in your residence are not deductible. However, toll calls from that line are deductible if the calls are business related. The costs (basic fee and toll calls) of a second line in your home are also deductible, if used exclusively for business.

D UNIFORMS & UPKEEP EXPENSES:

If you are required to wear a uniform in your medical profession, the cost and upkeep may be deductible. IRS rules specify that work clothing cost and the cost of its maintenance are deductible if: (1) the uniforms are required by your employer (if you're an employee); and (2) the clothes are not adaptable" to ordinary street wear. Normally, the employer's emblem attached to the clothing indicates it is not for street wear. The cost of protective clothing (e.g., safety shoes or goggles) is also deductible.

E CONTINUING EDUCATION:

Educational expenses are deductible under either of two conditions: (1) your employer requires the education in order for you to keep your job or rate of pay; or (2) The education maintains or improves skills as a medical professional. Costs of courses that are taken to meet the minimum requirements of a job, or that qualify a person for a new trade or business, are NOT deductible.

F AUTO TRAVEL:

Your auto expense is based on the number of qualified business miles you drive. Expenses for travel between work locations or daily transportation expenses in going between

your residence and temporary work sites are deductible; include them as business miles. Your trips between home and work each day or between home and one or more regular places of work are COMMUTING and are NOT deductible.

Document business miles in a record book as follows: (1) Give the date and business purpose of each trip; (2) Note the place to which you traveled; (3) Record the number of business miles; (4) Record your car's odometer reading at both the beginning and end of the tax year. Keep receipts for all car operating expenses - gas, oil, repairs, insurance, etc., and of any reimbursement you received for your expenses.

G TRAVEL-OUT-OF-TOWN:

Expenses of traveling away from "home" overnight on job-related and continuing-education trips are deductible. Your "home" is generally considered to be the entire city or general area where your principal place of employment is located.

Out-of-town expenses include transportation, meals, lodging, tips, and miscellaneous items like laundry, valet, etc. Document away-from-home expenses by noting the date, destination, and business purpose of your trip.

Record business miles if you drove to the out-of-town location. In addition, keep a detailed record of your expenses — lodging, public transportation, meals, etc. Always list meals and lodging separately in your records. Receipts must be retained for each lodging expense. However, if any other business expense is less than \$75, a receipt is not necessary if you record all of the information in a diary. You must keep track of the full amount of meal and entertainment expenses even though only a portion of the amount may be deductible.

H PROFESSIONAL FEES & DUES:

Dues paid to professional societies related to your medical profession are deductible. These could include professional organizations, business leagues, trade associations, chambers of commerce, boards of trade and civic organizations. However, dues paid for memberships in clubs organized for business, pleasure, recreation, or other social purpose are not deductible. These could include country clubs, golf and athletic clubs, airline clubs, hotel clubs, and luncheon clubs. Deductions are allowed for payments made to a union as a condition of initial or continued membership. Such payments include regular dues, but not those which go toward defraying expenses of a personal nature. However, the part of union dues which goes into a strike fund is deductible.