UNREIMBURSED EMPLOYEE EXPENSES 2012

Name:		**SSN:**	
Occupation:			

Business Gifts	$	Tips	$	Union Dues	$
Education & Training	$	Business Travel	$	Office Supplies	$
Uniforms	$	Telephone / Pagers	$	Internet / E Mail	$
Protective Clothing	$	Trade Associations	$	Business Publications	$
Business Meals & Entertainment	$	Cabs/Bus/Shuttle	$	Other	$
Dry Cleaning (on trips)	$	Parking	$	Other	$

EQUIPMENT PURCHASES >>>	description	description	description	description	description
Cost Basis / Business Use %	$ / %	$ / %	$ / %	$ / %	$ / %
Date Placed In Service	/ / 12	/ / 12	/ / 12	/ / 12	/ / 12

BUSINESS VEHICLE #1	Model				
Date In Service: / /	[ ] Own [ ] Lease	Evidence to support business use? A mileage log is required per IRS regs	[ ] Yes [ ] No	Auto Insurance	$
				Auto Excise Tax	$
Total / Commuting Miles Driven	/	Vehicle Available after hours?	[ ] Yes [ ] No	Gas, Oil, Tires	$
Business Miles		Used by > 5% owner or relative?	[ ] Yes [ ] No	Lease Pymt / Interest	$
Personal Miles		Another vehicle available for use?	[ ] Yes [ ] No	Repairs & Maintenance	$
BUSINESS VEHICLE #2	Model				
Date In Service: / /	[ ] Own [ ] Lease	Evidence to support business use? A mileage log is required per IRS regs	[ ] Yes [ ] No	Auto Insurance	$
				Auto Excise Tax	$
Total / Commuting Miles Driven	/	Vehicle Available after hours?	[ ] Yes [ ] No	Gas, Oil, Tires	$
Business Miles		Used by > 5% owner or relative?	[ ] Yes [ ] No	Lease Pymt / Interest	$
Personal Miles		Another vehicle available for use?	[ ] Yes [ ] No	Repairs & Maintenance	$

BUSINESS USE OF HOME							
				Mortgage Interest / Rent	$	Utilities	$
Date in Service:	/ /	Total Home:	SF	Real Estate Taxes	$	other	$
Exclusive Business Use:	SF	Business SF %:	%	Insurance	$	other	$
Home Total Basis: $		Land Basis: $		Repairs & Maintenance	$	other	$

OTHER ITEMS:

X

I certify the above information is complete and correct. 1/31/2013