

# CLERGY DEDUCTION WORKSHEET

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

## INCOME: \_\_\_\_\_

### AUTO TRAVEL (Mileage Only):

\_\_\_\_\_ Between Jobs or Job Locations  
\_\_\_\_\_ Client Meetings  
\_\_\_\_\_ Continuing Education  
\_\_\_\_\_ Out-of-Town Business Trips  
\_\_\_\_\_ Purchasing Supplies/Materials

### CONTINUING EDUCATION:

\_\_\_\_\_ Correspondence Course Fees  
\_\_\_\_\_ Course/Seminar Registration  
\_\_\_\_\_ Materials & Supplies  
\_\_\_\_\_ Reference Materials  
\_\_\_\_\_ Textbooks/Pamphlets

### EQUIPMENT:

\_\_\_\_\_ Batteries  
\_\_\_\_\_ Calculator  
\_\_\_\_\_ Computer/Computer Software  
\_\_\_\_\_ Copy Machine/Scanner  
\_\_\_\_\_ Other Equipment (Specify Below)  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_

### MISCELLANEOUS EXPENSES:

\_\_\_\_\_ Answering Service  
\_\_\_\_\_ Business/Professional Associations  
\_\_\_\_\_ Clerical (Temp Service)  
\_\_\_\_\_ Client Gifts/Cards/Parties  
\_\_\_\_\_ Credit Card Fees  
\_\_\_\_\_ Employee Gifts/Cards/Parties  
\_\_\_\_\_ Job Seeking/Resume Assistance  
\_\_\_\_\_ Postage/Shipping  
\_\_\_\_\_ Professional Subscriptions

## OUT-OF-TOWN TRAVEL:

\_\_\_\_\_ Airfare/Bus/Taxi  
\_\_\_\_\_ Bridge/Road Tolls/Parking  
\_\_\_\_\_ Car Rental  
\_\_\_\_\_ Laundry & Laundry Supplies  
\_\_\_\_\_ Lodging  
\_\_\_\_\_ Meals  
\_\_\_\_\_ Taxi/Lyft/Uber/Subway

## PERSONAL ALLOWANCE:

\_\_\_\_\_ Housing Allowance Received  
\_\_\_\_\_ Insurance - Home  
\_\_\_\_\_ Interest - Home  
\_\_\_\_\_ Rent - Home  
\_\_\_\_\_ Job Seeking (Miles Only)  
\_\_\_\_\_ Repairs - Home  
\_\_\_\_\_ Taxes - Home  
\_\_\_\_\_ Utilities - Home

## SUPPLIES & EXPENSES:

\_\_\_\_\_ Advertisements/Business Cards  
\_\_\_\_\_ Books/Religious Music  
\_\_\_\_\_ Entertainment (100% of Expense)  
\_\_\_\_\_ Insurance (Business)  
\_\_\_\_\_ Map Book/GPS/Directories  
\_\_\_\_\_ Office Supplies  
\_\_\_\_\_ Photocopy Expense  
\_\_\_\_\_ Vestments  
\_\_\_\_\_ Vestment Repairs/Cleaning

## TELEPHONE EXPENSES (Business Only):

\_\_\_\_\_ Cellular/Telephone Service  
\_\_\_\_\_ Fax Line