

Name & Last four digit SSN:

**DEDUCTIONS: YOU MAY DEDUCT FOLLOWING UNREIMBURSED EXPENSES**

**Schedule A**

**MEDICAL EXPENSES: ITEMIZED DEDUCTIONS**

Amount

Any Co-pays, Doctors Visist, any surgery or other out of pocket medical expenses paid for year	\$
<b>Real Estate Taxes</b> paid - if you own a home and using as primary residence	\$
Mortgage Interest Paid (limited to \$1M loan) if own a home and using as primary residence (Need copy of form 1098 or confirmation letter for mortgage interest received by bank) USA / INDIA	\$
Points paid not reported on 1098 - <b>certain portion of closing cost is deductible</b>	\$
<b>Donation or Gifts to Charity:</b> If paid in cash must maintain receipts, copy of cancelled checks or logs	
-Temple/Church Donation	\$
-Various organization - paid in cash or by checks	\$
-Donation other than Cash - like old clothes, furniture, household items & Equipments	\$
Donated to Salvation Army, Goodwill Store, thrift shop, boxes outside shopping center <i>(Make sure maintaing receipts for donation valued more than \$250)</i>	
<b>You may be able to deduct following items as unreimbursed employee expenses:</b>	
Business Telephone - Cell Phone -portion used for convenience of employer or required by employer	\$
Internet charges -only portion used for the convenience of employer or required by employer	\$
Local Transporation - do not inclue commute- only for short term assignment, if goes to client places	
Computer equipments/laptop or cell phone - if your employer requires you to use in your work	\$
Job Search expenses - Only related into your present occupation	\$
Licenses & regulatory/ Processing fee fees paid	\$
Legal fee or professional charges paid - only if related to your job	\$
Newspaper, magazines & professional journals - if related to your work	\$
Tools and supplies used in your work for employer convenience- not reimbursed by the employer	\$
Income Tax Prepartion fee paid	
Union dues / Safe Deposit Box	\$
Seminars & Training - only unreimbursed portion	\$
Damages paid to former employer for breach of an employment contract	\$
Membership dues - professional societies or chamber of commerce to help do your job (not club)	\$
Work-Related Education ** please see explanations	\$

**Form 2106 Expenses - Away from Home**

**Travel expenses.** Travel expenses are those incurred while traveling away from home for your employer. You can deduct travel expenses paid or incurred in connection with a temporary work assignment. Generally, you cannot deduct travel expenses paid or incurred in connection with an indefinite work assignment.

Travel expenses may include:

• The cost of getting to and from your business destination (air, rail, bus, car, etc.),	\$
• Meals and lodging while away from home,	\$
• Taxi fares,	\$
• Baggage charges, and	\$
• Cleaning and laundry expenses.	\$

**Business use of Car:**

If using the car for work to go to the client office (you can either deduct actual expenses like gas, tolls, parking and depreciation or use standard mileage rate - whichever gives you large deduction), for mileage must maintain the mileage log and proof for odometer reading shows the mileage travelled during the year)

Total mileage drive for the year	
Total mileage drove for the work/business	
Cost of the vehicle	\$
Date of purchase	\$
Gas & oil	\$
Insurance	\$
Tolls & Parking paid	\$

**Business use of Home:**

If your employer required you to work frequently from home for the convenience of the employer and portion of area designated exclusively for the work

-Total area of home (in square feet)	
-Area used for the work (in square feet)	
-Rent paid for the year	\$
- Utilities paid for the year - Electricity, gas, maintenance or any other charges	\$

**\*\* Work-Related Education:** You can deduct expenses you have for education, even if the education may lead to a degree, if the education meets at least one of the following two tests.

- It maintains or improves skills required in your present work.
- It is required by your employer or the law to keep your salary, status, or job, and the requirement serves a business purpose of your employer.

If education qualifies, includes expenses for tuition, books, supplies, laboratory fees & certain transportation costs.

*If the education qualifies you for a new trade or business, you cannot deduct the educational expenses even if you do not intend to enter that trade or business.*

**\*\*Temporary work assignment.** If your assignment or job away from home in a single location is realistically expected to last (and does in fact last) for 1 year or less, it is temporary, unless there are facts and circumstances that indicate it is not.

**\*\*Indefinite work assignment.** If your assignment or job away from home in a single location is realistically expected to last for more than 1 year, it is indefinite, whether or not it actually lasts for more than 1 year.

**Temporary work location.** You can deduct expenses incurred in going between your home and a temporary work location if at least one of the following applies.

- The work location is outside the metropolitan area where you live and normally work.
- You have at least one regular work location (other than your home) for the same trade or business. (If this applies, the distance between your home and the temporary work location does not matter.)

*This will confirm that, I have reviewed my schedule A thereto, that all information set forth on this form was furnished by me and used by our tax preparer in the preparation of the return and that to the best of my knowledge and belief said information are accurately reflects*

Signature: \_\_\_\_\_