

# Tax Prep Checklist for Law Enforcement and Security Professionals

Filing your business tax returns can be very complicated and overwhelming. This checklist will let you know what you need and help you get organized. This list will help us do our job. It is a concise, though not exhaustive, outline of some of the documents we will need when we meet with you.

## **Professional Fees & Dues**

- Association Dues
- Protective League Dues
- Union Dues
- Other: \_\_\_\_\_

## **Uniform Expenses**

- Boots & Shoes
- Uniform Cleaning
- Emblems & Gauntlets
- Gloves & Jacket
- Hat & Helmet
- Laundry
- Leathers
- Pants
- Rainwear
- Shirts & Ties
- Swat
- Other: \_\_\_\_\_

## **Equipment & Repairs**

- Ammunition & Clips
- Ammunition Pouch
- Answering Machine
- Baton, Beeper & Pager
- Briefcase & Binoculars
- Bulletproof Vest
- Cleaning Equipment – Gun
- Ear Protectors
- Grips, Flashlight & Batteries
- Gun – Service Weapon
- Keepers & ID Case
- Map Book & Note Book
- Polish
- Recorders & Tapes
- Reloaders
- Repairs – Equipment & Guns
- Safety Equipment & Glasses
- Ticket Book
- Trade Publications
- Other: \_\_\_\_\_

## **Continuing Education**

- Correspondence Course Fees
- Materials, Textbooks & Supplies
- Registration Fees
- Other: \_\_\_\_\_

## **Telephone Expenses**

- Paging Service
- Toll Calls & Pay Phone
- Cellular and FAX Service
- Other: \_\_\_\_\_

## **Auto Travel (in miles)**

- Between 1<sup>st</sup> and 2<sup>nd</sup> Job
- Between Stations
- Out-of-Town Business Trips
- Purchasing Equipment & Supplies
- Uniform Cleaning & Maintenance
- Continuing Education
- Parking Fees & Tolls (\$)
- Other: \_\_\_\_\_

**Travel – Out of Town**

- Airfare, Bus & Train
- Car Rental
- Parking & Tolls
- Lodging (do not combine with meals)
- Meals (only 50% deductible)
- All Tips
- Laundry
- Ground Transportation
- Telephone Calls (including home)
- Other: \_\_\_\_\_

**Miscellaneous Expenses**

- Errors & Omissions Insurance
- Legal & Liability Insurance
- Licensing Fees
- Roadside Meals (limited)
- Magazines & Books
- Other: \_\_\_\_\_