

Tax Prep Checklist for Fire Fighters

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
- House Dues
- Union Dues
- Other: _____

Uniforms & Upkeep

- Alterations
- Cleaning
- Emblems
- Gloves & Hats
- Helmet & Whistle
- Jacket & Boots
- Laundry
- Pants & Shirts
- Repairs
- Shoes & Ties
- Other: _____

Telephone Expenses

- Paging Service
- On-line Services
- Cell Calls
- Other: _____

Continuing Education

- Correspondence Course Fees
- Materials & Supplies
- Registration
- Seminar Fees
- Textbooks and Supplies
- Training Sessions
- Other: _____

Equipment & Repairs

- Answering Machine
- Batteries
- Beeper
- Binoculars & Briefcase
- Computer & Printer
- Flashlight
- Key Strap & ID Case
- Map & Notebook
- Pager and Recorder
- Polish
- Repairs – Equipment
- Safety Equipment
- Safety Glasses
- Tapes - Recording
- Other: _____

Auto Travel (in miles)

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

Travel – Out of Town

- Airfare
- Car Rental
- Parking
- Bus, Taxi, Train, Subway
- Lodging (do not combine with meals)
- Meals (do not combine with lodging)
- Porter, Bell Captain
- Laundry
- Telephone calls (including home)
- Other: _____

Miscellaneous

- Errors & Omissions Insurance
- Legal (protection & production of taxable income)
- Liability Insurance
- Other: _____