

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 1st and 2nd 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: _____