

**CONTRIBUTIONS WORKSHEET: Gifts to Charitable Religious, Educational, Scientific & Literary Organizations –**  
 List contributions or enclosed **filled-in** donation receipts, 1098-C's and/or acknowledgment from charity. **BGGE's**  
**Donation Tracker** & documentation requirements available upon request.

**Volunteer Work**

Out of Pocket Expenses	\$	Parking & Tolls	\$
Transportation Expenses (taxi, airfare, lodging, etc.)	\$	Actual Vehicle Expenses	\$
		or Total # of Charity Miles	mi

**Cash (including payroll deductions) & Non-Cash Contributions**

Date	Item Description	Amount or Fair Market Value	Organization's Name	Address
		\$		
		\$		
		\$		
		\$		
		\$		

**Note:** For non-cash donations totaling \$500 or more, also provide Date Acquired, How Acquired, Cost or Adjusted Basis, Value at Time of Donation, & Method Used to determine fair market value for each item.

**CASUALTY & THEFT LOSS WORKSHEET –** Submit an inventory worksheet for each event of theft, accident, fire, flood, or other casualty resulting in complete or partial destruction of personal or business property. Duplicate this worksheet if necessary.

Description of Event	Check all that apply:							
Date of Event	<input type="checkbox"/> Insurance claim filed.							
Location of Event	<input type="checkbox"/> Police report filed.							
	<input type="checkbox"/> Occurred in Federally Declared Disaster Area							
	(County/State/Other)							
Item Description	Qty	Date Acquired	Type of Property (Personal, Business, Income Producing)	Cost or Other Basis	Reimbursed*	FMV** Before Event	FMV** After Event	Gain or Loss
				\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$
				\$	\$	\$	\$	\$

\* If you have received reimbursement for property but have not replaced it, explain when you plan to do so.

\*\*Fair Market Value

**EMPLOYEE JOB EXPENSES WORKSHEET –** Please complete a separate worksheet if you are claiming expenses for another occupation. Statutory employees should complete Profit & Loss for Business Worksheet.

for <input type="checkbox"/> Taxpayer <input type="checkbox"/> Spouse		Occupation	
	Amount		Amount
Uniforms Purchase & Cleaning*	\$	Education Expenses (to maintain current job)	\$
Protective Clothing & Safety Equipment	\$	Meals & Entertainment	\$
Licenses & Credentials	\$	Travel Expenses** (see Worksheet)	\$
Union & Professional Dues	\$	Vehicle Expenses or Mileage** (see Worksheet)	\$
Subscriptions & Professional Journals	\$	Business Use of Home (see Worksheet)	\$
Telephone (business use only)	\$	Home Office Expense (see Worksheet)	\$
Work Supplies	\$	Moving Expense (see Worksheet)	\$
Small Tools	\$	Notes: * Deductions for military uniform cost/cleaning is normally limited to items that cannot be worn off duty (i.e. utilities, battle dress, etc.) and/or those items that do not replace regular clothing (i.e. insignia of rank, corps devices, swords, etc.). ** Do not duplicate expenses claimed on Moving Worksheet.	
Business Gifts (limited to \$25 / person)	\$		
Insurance (liability, malpractice, bond, etc.)	\$		
Impairment Related	\$		
Job Seeking Expenses (employment agency fees, resume costs, etc.)	\$		