

BOTTOM LINE, INC.

A Professional Tax Practice
 Specializing in Preparation, Audit Representation, & Bookkeeping
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FIREFIGHTER'S EMPLOYEE BUSINESS EXPENSES

Name _____ Rank _____ FYE 2020 Pg 1 of 4

	# of items		Cost per item	=	Total
UNIFORM EXPENSE:					
Pants	_____	X	\$ _____	=	_____
Shirts	_____	X	\$ _____	=	_____
Boots	_____	X	\$ _____	=	_____
Badges/emblems/insignias/patches	_____	X	\$ _____	=	_____
Hats / helmets	_____	X	\$ _____	=	_____
Jackets	_____	X	\$ _____	=	_____
Turnouts	_____	X	\$ _____	=	_____
Brush gear	_____	X	\$ _____	=	_____
Safety gear	_____	X	\$ _____	=	_____
Rain jackets	_____	X	\$ _____	=	_____
Socks (regulation)	_____	X	\$ _____	=	_____
Sports bras	_____	X	\$ _____	=	_____
Ties	_____	X	\$ _____	=	_____

Total uniform expense

=====

PHYSICAL CONDITIONING EXPENSE

Cross trainers	_____	X	\$ _____	=	_____
T-Shirts	_____	X	\$ _____	=	_____
Jogging outfits / sweats	_____	X	\$ _____	=	_____
Shorts	_____	X	\$ _____	=	_____
Jackets	_____	X	\$ _____	=	_____

Total physical conditioning expense

=====

UNIFORM MAINTENANCE:

Laundry	_____	X	\$ _____	=	_____
Repairs / alterations	_____	X	\$ _____	=	_____

Uniform maintenance:

# of uniforms per week	_____				
# of weeks	_____				
Multiply these together =	_____	X	\$ _____	=	_____

or

# of shifts per year	_____	X	\$ _____	=	_____
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Total uniform maintenance

=====

BEDDING:

Regular blankets	_____	Pillows	_____
Electric blankets	_____	Sheets	_____
Sleeping bags	_____	Misc	_____

Total bedding expense

=====

UNIFORM ACCESSORIES:

Belts	_____	Mini-lite holder	_____
Ear muffs	_____	Pepper spray holder	_____
Ear plugs	_____	Radio holder	_____
Flashlight ring	_____	Polish	_____
Flat badge	_____	Vests - reflective	_____
Gloves	_____	Misc: _____	_____
Key strap / holders	_____	Misc: _____	_____

Total uniform accessories expense

=====

MISC PROFESSIONAL ACCESSORIES & EXPENSES:

Antiseptic gel	_____	Map books	_____
Audio cassettes	_____	Maps	_____
Binoculars	_____	Needle storage tubes	_____
Bioshield decontaminant	_____	Notebooks	_____
Code book	_____	Parking fees	_____
Cool seat	_____	Pens / pencils	_____
Daytimer / planner	_____	Pocket tools	_____
Film	_____	Prof periodicals	_____
Film developing	_____	Radio	_____
First-aid kits	_____	Search & rescue eqmt	_____
Flares	_____	Stress tapes	_____
Flashlight	_____	Strike bags	_____
Flashlight batteries	_____	Suspenders	_____
Gear bags	_____	Whistle	_____
ID case	_____	Misc: _____	_____
Key safe	_____	Misc: _____	_____
Knives	_____	Misc: _____	_____
Latex gloves	_____	Misc: _____	_____
Magnifier	_____	Misc: _____	_____
Sun glasses # _____	X	_____ =	_____
Watches # _____	X	_____ =	_____

Total misc professional accessories

=====

COMMUNICATIONS:

Cell phone chgs per yr	_____
Cell phone purchase	_____
2nd home line	_____
Misc	_____

Total communication expense

=====

CONTINUING EDUCATION:

Name of Schools: _____

Seminars: _____

Subjects taken _____

Gen'l Hazardous Waste Swift Water Certificate

Tuition _____ Books _____ Supplies _____

Total education expense =====

AUTO:

TOTAL MILES ROUNDTRIP

# _____	trips to non-dept fires	x 2 =	_____	miles
# _____	trips to other stations	x 2 =	_____	miles
# _____	trips to school	x 2 =	_____	miles
# _____	trips to union meetings	x 2 =	_____	miles
# _____	trips to Baker to Vegas	x 2 =	_____	miles
# _____	trips to _____	x 2 =	_____	miles

Total January - December miles @ .575 x _____ =

Total Auto expense =====

TRAVEL:

Meals	\$ _____	X 50% =	_____
Lodging			_____
Parking expense			_____

Total travel expense =====

NON-DISCRETIONARY FIREHOUSE MESS:

# _____	shifts (usually 120 plus OT)		
X	\$ _____	per shift	
=	\$ _____	X 50% (since only 50% is deductible) =	=====

TOTAL FIREFIGHTER'S EMPLOYEE BUSINESS EXPENSES =====

UNION DUES: (Separate line item; do not include in total) =====

SCHEDULE OF EQUIPMENT PURCHASED THIS YEAR:

	Date Acquired	Amount
Answering machine	_____	_____
Briefcase	_____	_____
Calculators	_____	_____
Camera	_____	_____
Cell phone	_____	_____
Computer hardware	_____	_____
Computer software	_____	_____
Copier	_____	_____
Desk	_____	_____
Dictaphone	_____	_____
FAX machine	_____	_____
File cabinet	_____	_____
Ipad & accessories	_____	_____
Other:	_____	_____
Other:	_____	_____
Other:	_____	_____
Other:	_____	_____
TOTAL		=====

Print out and call: 805 / 230-1313 for an appointment