



**TAX  
MANAGEMENT  
SERVICES, INC.**

# EDUCATOR DEDUCTIONS ORGANIZER

Name: \_\_\_\_\_

Tax Year: \_\_\_\_\_

## Proudly Serving Local Educators Since 1992

As your Union-Approved provider, TAX MANAGEMENT SERVICES, INC. (TMS) is pleased to offer you a **25% DISCOUNT** on tax preparation! We're also making it easier to track your out-of-pocket classroom expenses. Simply save your receipts in this Educator Deductions Organizer.

At the end of the year, fill out the worksheet portion (below) and bring it to TMS for your **BEST POSSIBLE RETURN.**

**25%  
DISCOUNT  
On Tax  
Preparation!**

### Classroom Aids

Attendance Books	
Arts & Crafts	
Audio Visual	
Books	
Decorations	
Food	
Grade Books	
Rentals	
Software	
Film/Processing	
Photocopying	
Printing	
Publications	
Party Supplies	
Tools	
Trophies	
Prizes & Awards	
Stationery	
<b>Total</b>	

### Uniforms

Dry Cleaning	
Laundry	
Lab Coats	
<b>Total</b>	

### Equipment

Calculator	
Camera	
Desk	
Chair	
Filing Cabinet	
Cell phone	
Tape recorder	
<b>Total</b>	

### Professional

Conventions	
Dues	
E & O Insurance	
Job Seeking	
Legal Fees	
Licenses	
Memberships	
Seminars	
Continuing Ed	
Resumes	
School Functions	
<b>Total</b>	

### Telephone

Long Distance	
Faxes	
Pay phone	
Cellular	
2nd Line	
Beeper/Pager	
Answering Service	
<b>Total</b>	

### Miscellaneous

Postage	
Storage	
<b>Total</b>	

### Vehicle and Travel

Contact Tax Management Services, Inc. for a detailed worksheet.	
Other Information	

TMS, proud partners with the  
GBEA, UNE and Bayland  
Educators Unions



Two Locations! De Pere: 566 Red Bird Circle & Green Bay: 828 Cherry Street

**920.432.1985 • www.TMSmoney.com**

Questions? Tax Management Services, Inc. will be happy to help find the answer!