

# Employee Business Expenses

**ORG17**

Occupation in which expenses were incurred .....

Check box if spouse's employee expenses. If blank, taxpayer assumed .....

Check box if a fee-basis state or local government official .....

Check box if subject to Department of Transportation (DOT) hours of service limits .....

Treat all MACRS assets for activity as qualified Indian reservation property? .....  Yes  No

Treat all assets acquired after August 27, 2005 as qualified GO Zone property? .....  Regular  Extension  No

Treat all assets acquired after May 4, 2007 as qualified Kansas Disaster Zone property? .....  Yes  No

Was this activity located in a Qualified Disaster Area .....  Yes  No

	2008	2009
1 Parking fees, tolls, and local transportation .....		
2 Travel expenses while away from home (excluding meals/entertainment expenses) .....		
3 Meals and entertainment expenses .....		
4 Business gifts .....		
5 Education .....		
6 Home office expenses <b>(Preparer Use Only – complete ORG17A)</b> .....		
7 Trade publications .....		
8 Depreciation expense other than vehicle <b>(Preparer Use Only)</b> .....		
9 Carryover of Section 179 expense from prior year .....		
10 Other:		
.....		
.....		
.....		

	2008	2009
Enter amounts not reported in Box 1 on Form W-2 (include amounts reported under code 'L' in Box 12 of Form W-2).		
11 Reimbursements for other than meals and entertainment .....		
12 Reimbursements for meals and entertainment .....		

	2008	2009
13 Did you perform services in the performing arts as an employee for at least two employers during the year, and receive from at least two of those employers wages of \$200 or more per employer? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

	2008	2009
14 If you are disabled, were any of your expenses for attendant care at your place of employment, or were any of your expenses in connection with your place of employment that enabled you to work? .....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If any property or equipment other than a vehicle was acquired during 2009, please complete ORG54 Additional Assets. For vehicles, see page 2.

If any property or equipment other than a vehicle was disposed of during 2009, please complete the disposition information on ORG50 – Existing Assets. For vehicles, see page 2.

## Employee Business Expenses (continued)

ORG17

GENERAL VEHICLE INFORMATION		Vehicle 1	Vehicle 2
15	Description of vehicle.....		
16	Date placed in service.....		
17	Enter detail on lines 17a and 17b, or total on line 17c:		
a	Ending mileage reading.....		
b	Beginning mileage reading.....		
c	<b>Total miles</b> for the year (line 17a less line 17b).....		
18	Business miles.....		
19	Total commuting miles.....		
20	Average daily commuting miles.....		

STANDARD MILEAGE RATE		Vehicle 1		Vehicle 2	
21	Do you qualify for standard mileage?(Preparer Use Only).....		Yes		No
22	Is this a leased vehicle?.....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

VEHICLE EXPENSES		Vehicle 1	Vehicle 2
23	Gasoline, oil, repairs, insurance, etc.....		
24	Vehicle registration fee (excluding property tax).....		
25	Vehicle lease or rental fee.....		
26	Inclusion amount (Preparer Use Only).....		
27	Value of employer provided vehicle (only if 100% of annual lease value was included on Form W-2).....		
28	Depreciation (Preparer Use Only).....		

VEHICLE DEPRECIATION INFORMATION		Vehicle 1			Vehicle 2		
29	Cost or basis.....						
30	Is this an electric vehicle?.....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
31	Is this qualified Indian reservation property?.....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
32	Type of vehicle (Preparer Use Only).....						
33	Section 179 expense (Preparer Use Only).....						
34	Qualified Property for Economic Stimulus?(Preparer Use).....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
35	Qualified Property for Qualified Disaster Area?(Preparer Use).....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
36	Qualified Property for Kansas Disaster Zone(Preparer Use).....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
37	Qualified property for GO Zone?(Preparer Use Only).....	<input type="checkbox"/>	Reg	<input type="checkbox"/>	Ext	<input type="checkbox"/>	N/A
38	Percentage for Special Depreciation Allowance?(Preparer Use).....	<input type="checkbox"/>	50%	<input type="checkbox"/>	30%	<input type="checkbox"/>	N/A
39	Elect OUT of Special Depreciation Allowance?(Preparer Use).....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
40	Elect 30% in place of 50% Allowance?(Preparer Use).....	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
41	Date sold.....						
42	Date acquired, if different from line 16.....						
43	Sales price.....						
44	Expense of sale.....						
45	Gain/loss basis, if different(Preparer Use Only).....						
46	AMT gain/loss basis, if different(Preparer Use Only).....						

VEHICLE AVAILABILITY			
47	Was your vehicle available for personal use during off-duty hours?.....	<input type="checkbox"/>	Yes
48	Is another vehicle available for personal use?.....	<input type="checkbox"/>	Yes
49	Do you have evidence to support the business use claimed?.....	<input type="checkbox"/>	Yes
50	If yes, is the evidence written?.....	<input type="checkbox"/>	Yes

# Employee Home Office Expense

ORG17A

for:  
copy:

GENERAL INFORMATION	2008	2009
1 Area used regularly and exclusively for business, regularly and exclusively for day care, or regularly for inventory storage (square footage) .....		
2 Area used only partly for day care (square footage) .....		
3 Total area of home (square footage) .....		
4 Daycare hours		
a Number of weeks used for daycare, if less than full year .....		
b Number of days used for day care each week .....		
c Number of days closed for holidays, vacations, etc .....		
d Number of hours used for daycare each day .....		
5 Total wages from this business .....		
6 Enter the percent of wages above that are from the business use of this home .....		
7 Gain from business use of home shown on Schedule D or Form 4797(Preparer Use Only) .....		
8 Any losses from this business shown on Schedule D or Form 4797(Preparer Use Only) .....		

Enter expenses that benefit only your business area in the 'Direct' column and expenses that benefit your entire home in the 'Indirect' column.

EXPENSES	2008		2009	
	Direct	Indirect	Direct	Indirect
9 Casualty losses (Preparer Use Only) .....				
10 Mortgage interest/points on Form 1098 .....				
11 Interest not on Form 1098 .....				
12 Points not of Form 1098 .....				
13 Real estate taxes .....				
14 Qualified mortgage insurance .....				
15 Other insurance .....				
16 Rent .....				
17 Repairs and maintenance .....				
18 Utilities .....				
19 Other expenses (e.g., rent) .....				
20 Carryover of operating expenses .....				
21 Excess casualty losses(Preparer Use Only) .....				
22 Depreciation of your home(Preparer Use Only) .....				
23 Carryover of excess casualty losses and depreciation .....				

**DEPRECIATION**

If your home and any additions or improvements to your home are not already listed on ORG50 for this occupation, please complete the following information.

24	Description	Date Acquired (MM/DD/YY)	Date Placed in Service (MM/DD/YY)	Cost (include land for residence only)
	Residence .....			
	Addition/Improvement .....			
	Addition/Improvement .....			
	Addition/Improvement .....			
	Addition/Improvement .....			
25	Enter the land value included in cost for residence .....			