

PLEASE PROVIDE: Full name, social security numbers and dates of birth for you, spouse and any dependents (and their relationship to you) and a contact e-mail address and phone number:

Name	SS#	Relationship	DOB	Phone	Cell	Email

Your state of residence:

Number of days worked (count a 2-day as 2 days, not 1 night)		
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Item	Monthly	Yearly
Hotel Van-Driver Tips (we will compute this from # of days worked)		
Hotel Maid Tips		
Dry-cleaning (If not reimbursed by company)		
Uniforms and accessories (tie, scarf, epaulets, etc.)		
Uniform Alterations		
Other Clothes for work and/or training		
Shoes / Boots		
Shoe Repairs / Shines		
Gloves / mittens		
Hose / Socks / Undergarments		
Toiletries (shampoo, shaving supplies, makeup)		
Nails (if polish or clear coat is required by employer)		
Flight Luggage		
Flight Luggage Repair		
Wings		
Company ID Replacement		
Logbook / Calendar / Organizer		
Flashlight		
Batteries		
Travel Hotel Door Alarm		
Travel Clock		
Travel Curling Iron		
Travel Hair Dryer		
Travel Iron		
Travel Smoke Detector		
International Voltage Converter		
Manual Fees (replacement)		
Updates & Revision Services		
Bidding Services		
Travel Passes (Employee ONLY)		
Professional Aviation Publications		
Faxing or Copying		
Recurrent Training Expenses (not covered by the company)		

New Aircraft Training		
New Cabin Service Training		
Other Training		
Travel Expenses to Union or Company Meetings		
Foreign Language Courses or Seminars		
Unreimbursed flight tickets		
Union Dues		
Union Initiation Dues		
Other Aviation Organization Dues		
Pager Purchase and Service		
Cell Phone Purchase		
Cell Phone Service and / or Calling Card Fees		
Internet Service Provider		
Computer Supplies		
Passport (New or Expired)		
Passport Photos		
Foreign Visas		
Business Cards & Supplies		
Loss of License / Medical Insurance		
FAA Medical Expense		
Cockpit Supplies (maps, charts, etc.)		
Ear Piece / Headset		
Hearing protection		
Sunglasses		
2nd phone line for scheduling		
Answering Service / Machine		
ATM Fees on Layovers		
Drug Testing Expenses		
Airport Parking Fees		
Emergency Cab Fares (Reserve only)		
Layover transportation Expenses (taxi, rental car, subway, bus, etc)		
Mailing expenses		
Charitable Contributions - Cash		
Charitable Contributions - Non-cash (clothes, furniture, books, etc.) **		
Other expenses		
TOTALS		
We will need a copy of your prior year's tax returns, both Federal and state (if applicable) ~ if we did not prepare them.		
Please also provide copy of last pay stub of tax year.		

** If this (non-cash charitable contributions) category exceeds \$500, we will need the name and address of each charitable organization, along with what was donated, the date of donations, the purchase prices and current market values of all items donated. Per new IRS regulations if your non-cash donation was a vehicle we will need the letter from the charity showing the amount the charity sold the vehicle for and the year, make, model and mileage on the vehicle at the time of donation.