

Your name JANE DOE	Occupation in which you incurred expenses EVENT PLANNER	Social security number
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Part I Employee Business Expenses and Reimbursements

		Column A Other Than Meals and Entertainment		Column B Meals and Entertainment
Step 1 Enter Your Expenses				
1 Vehicle expense from line 22 or line 29. (Rural mail carriers: See instructions)	1	2,500		
2 Parking fees, tolls, and transportation, including train, bus, etc., that did not qualify for the 2106 Sample:		100		
3 2106 Sample: Jane Doe (a Reynoldsburg resident) incurred employee business expenses related to W-2 wages that she earned while working as an event planner for the ABC company.		500		
4 If these 2106 expenses relate to wages earned in a RITA member city, then Jane should file a refund request (Form 10-A) and attach a copy of the associated W-2 to the refund request.				
5 Jane's 2106 expenses should not be reported on her RITA return nor should Jane reduce her W-2 wages on a RITA return by these expenses. 2106 expenses submitted without a refund request (Form 10-A) will not be recognized. Jane can mail her refund request (unattached) in the same envelope with her RITA return. Please do not staple refund requests to returns.				200
6 If these 2106 expenses relate to wages earned in a non-RITA city, then Jane should apply for a refund to the appropriate city. City contact information is available through the Columbus Tax Division website at www.columbustax.net.		3,100		200
enter the amount from line 6 on line 8				
Step 2				
7 Enter reimbursements received from your employer that were not reported to you in box 1 of Form W-2. Include any reimbursements reported under code "L" in box 12 of your Form W-2 (see instructions)	7			

Step 3 Figure Expenses To Deduct on Schedule A (Form 1040)

8 Subtract line 7 from line 6. If zero or less, enter -0-. However, if line 7 is greater than line 6 in Column A, report the excess as income on Form 1040, line 7 (or on Form 1040NR, line 8)	8	3,100		200
Note: If both columns of line 8 are zero, you cannot deduct employee business expenses. Stop here and attach Form 2106 to your return.				
9 In Column A, enter the amount from line 8. In Column B, multiply line 8 by 50% (.50). (Employees subject to Department of Transportation (DOT) hours of service limits: Multiply meal expenses incurred while away from home on business by 75% (.75) instead of 50%. For details, see instructions.)	9	3,100		100
10 Add the amounts on line 9 of both columns and enter the total here. Also, enter the total on Schedule A (Form 1040), line 20 (or on Schedule A (Form 1040NR), line 9). (Reservists, qualified performing artists, fee-basis state or local government officials, and individuals with disabilities: See the instructions for special rules on where to enter the total.)	10			3,200