

Deduction & Credit Tracker

A free companion worksheet to The Smart Taxpayer's Guide: Tax Planning Tips

How to use this tracker

Log every potentially deductible expense and credit as it happens, then bring this sheet to your tax appointment.

Categories listed here mirror the chapters of The Smart Taxpayer's Guide. Write items in the rows, keep the matching receipt (paper or photo), and note where it's stored.

Income & employment

Date	Item / description	Amount	Category	Receipt location

Business / self-employed expenses

Date	Item / description	Amount	Category (meals, supplies, mileage, etc.)	Receipt location

Home, family & giving

Date	Item / description	Amount	Category (mortgage int., rental property...)	Receipt location

Medical, education & other itemized items

Date	Item / description	Amount	Category	Receipt location

Credits to ask about at your appointment

- Child Tax Credit and Credit for Other Dependents
- Earned Income Tax Credit (EITC)
- Education credits (American Opportunity, Lifetime Learning)
- Child and Dependent Care Credit
- Saver's Credit for retirement contributions
- Energy-efficient home improvements and clean vehicle credits

Credits reduce your tax dollar-for-dollar, so they're usually worth more than a deduction of the same size. The Smart Taxpayer's Guide explains each of these in plain language - including the income limits and paperwork that catch people out.

This resource is provided for general informational purposes only and does not constitute tax, legal, or accounting advice. Tax rules change frequently and every situation is different. Consult a qualified tax professional about your specific circumstances.