

Performing Artist Business Expense Worksheet

If you have your own business (Sole Proprietor or LLC), it is important that your maintain proper records of both your income and expenses. We will NOT audit your records, however, the IRS requires us to be sure that proper records are kept by the taxpayer of business activities. These categories are uniform with the Schedule C. Please complete and include with all other tax forms.

INCOME from business activities reported on 1099s \$ _____
INCOME from business activities not reported on 1099s \$ _____
Other Income (bank interest from business account) \$ _____

CAR & TRUCK EXPENSES

Check box if not Applicable

Beginning Miles on Jan 1st Miles _____
Ending Miles on December 31st Miles _____
*Miles Used for Business** Miles _____
Do you maintain a written log or calendar? Yes

**Job Seeking, Meetings, Auditions, Continuing Ed., etc.* No

If car is owned:

Gas \$ _____
Insurance \$ _____
Lease Payment \$ _____
Maintenance \$ _____
Parking \$ _____

Purchase Price \$ _____
Date of Purchase \$ _____

Continuing Education

Coaching & Classes \$ _____
Rehearsal Space \$ _____
Research Materials \$ _____
Tickets (Concerts, etc.) \$ _____
Other \$ _____

Promotional Expenses

Audition tapes, videos, etc. \$ _____
Business Cards, etc. \$ _____
Film & Processing \$ _____
Headshots, photos, etc. \$ _____
Online Subscriptions (NowCasting, etc.) \$ _____
Website Expenses \$ _____
Other \$ _____

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Professional Supplies

<i>Alterations, Dry Cleaning of Costumes</i>	\$ _____
<i>Costumes</i>	\$ _____
<i>Makeup, products, etc.</i>	\$ _____
<i>Props</i>	\$ _____
<i>Website Expenses</i>	\$ _____
<i>Other</i>	\$ _____

Trade Expenses

<i>Business Gifts</i>	\$ _____
<i>Commissions (Agent & Managers)</i>	\$ _____
<i>Courier Fees</i>	\$ _____
<i>Postage & Shipping</i>	\$ _____
<i>Trade Publications</i>	\$ _____
<i>Union Dues</i>	\$ _____
<i>Other</i>	\$ _____

Communication Expenses

<i>Cable Fees</i>	<i>Biz %</i> _____	\$ _____
<i>Cellphone</i>		\$ _____
<i>Internet Fees</i>		\$ _____
<i>Land Line</i>		\$ _____
<i>Skype/fax/online phone services</i>		\$ _____
<i>Other</i>		\$ _____

Travel Expenses

<i>Airfare</i>	\$ _____
<i>Car Rental</i>	\$ _____
<i>Hotel/ Apt. Rental</i>	\$ _____
<i>Parking, Tolls, etc.</i>	\$ _____
<i>Transportation- Taxi, bus, subway, etc.</i>	\$ _____
<i>Travel Meals</i>	\$ _____
<i>Other</i>	\$ _____

Other Business Expenses

<i>Accounting/Tax Prep Fees</i>	\$ _____
<i>Equipment Rentals</i>	\$ _____
<i>Health Insurance</i>	\$ _____
<i>Insurance Expense (other than health)</i>	\$ _____
<i>Interest Expense</i>	\$ _____
<i>Legal Fees</i>	\$ _____
<i>Meals & Entertainment</i>	\$ _____
<i>Office Rent</i>	\$ _____
<i>Office Supplies</i>	\$ _____
<i>Repairs & Maintenance</i>	\$ _____
<i>Supplies (other than office)</i>	\$ _____

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DEPRECIABLE ITEMS (Audio, Video, Computers, Cameras, Printers, Instruments, Office Equipment & Furniture)
\$250 or more

Description of Item _____
Date of Purchase _____
Cost _____
Used Exclusively for Business Yes No
If not, what is the business use? _____

DEPRECIABLE ITEMS (Audio, Video, Computers, Cameras, Printers, Instruments, Office Equipment & Furniture)
\$250 or more

Description of Item _____
Date of Purchase _____
Cost _____
Used Exclusively for Business Yes No
If not, what is the business use? _____

DEPRECIABLE ITEMS (Audio, Video, Computers, Cameras, Printers, Instruments, Office Equipment & Furniture)
\$250 or more

Description of Item _____
Date of Purchase _____
Cost _____
Used Exclusively for Business Yes No
If not, what is the business use? _____

Note: Payments over \$600 must be reported on a 1099- Misc form. If you have paid any individual or LLC, please have them fill out a W-9 form found under resources at www.ZNSTax.com. We can process the 1099.