

PROFESSIONAL EXPENSES INCURRED IN THE PRODUCTION OF INCOME

TAX YEAR: _____ NAME: _____ SS #: _____

\$ Amount

TOTAL INCOME FOR TAX YEAR

\$ Amount

HEALTH INSURANCE

ADVERTISING, MARKETING, BUSINESS DEVELOPMENT

\$ Amount

- Advertising and Publicity (Including Film, Photos, Flyers).....
- Career Consultation.....
- Classes (e.g. college) - Describe nature/purpose of class.....
- Concerts and Showcase Expenses (you have done and paid for)
- Employment related educational expenses.....
- Job Search [Identify]
- Photography and related expenses.....
- Player's Guide.....
- Resumes.....
- Slides, duping.....
- Video production & duping.....
- Website design and maintenance.....

RUNNING YOUR BUSINESS

\$ Amount

- Accounting (Tax preparation & Tax Mailing) fees.....
- Answering Service, voice mail, call waiting, etc.....
- Business %: _____
- Assistants (people in your business).....
- Bank checking fees.....
- Books.....
- Business Meals & Entertainment (local only).....
- [Restaurant stubs, home food and liquor]
- Cable TV: business % _____ Total for the year....
- Cellphone: business % _____ Total for the year....
- Consultants [People in your business].....

Credit Card Fees (Business only Cards).....
Credit Card Fees- As Vendor.....
Delivery & Messenger Service.....
Entrance, Booth Fees.....
Fax.....
Freight, Shipping.....
Gifts: [Max. \$25 per person, per year].....
Improvements to equipment (specify).....
Insurance (describe policy _____).....
Internet/email costs.....
Interest expense (business only).....
Long Distance Telephone- Business Use
Manager [Business only].....
Office supplies.....

Office Equipment:

<u>Description:</u>	<u>Date Bought:</u>	<u>Price:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Postage [including box rentals and special mail services].....
Professional fees, Legal, etc.....
Professional Affiliations, Fees, Memberships (other than Union)
Printing & typesetting charges.....
Processing (Film, slides, video, audio).....
Professional rentals.....
 Equipment.....
 Space or Studio.....
 Truck or Cartage.....
Publications (subscriptions and newstands).....
Records, CD's, tapes,
Repairs and maintenance of equipment.....
Research and references (identify) _____
Seminars.....
Software (Less than \$200).....

Special instruction (other than coaching - identify).....	_____
Stationery.....	_____
Storage for business purposes.....	_____
Supplies - identify _____	_____
Tapes, CDs, DVDs(audio/video)	_____
	\$ Amount
Taxes and Licenses - identify _____.....	_____
Telegrams.....	_____
Telephone - second line or business line.....	_____
Telephone (other - includes phone cards, coins).....	_____
Theatrical viewing: theatre, movie, performance, museums.....	_____
Transportation - between two places of work or job seeking.....	_____
Uniforms and protective clothing.....	_____
Wages paid to others (e.g. substitutes, contract labor).....	_____

SPECIFIC TO YOUR BUSINESS

Beginning Inventory (retail only).....	_____	
Returns and Personal Use (Retail Only).....	_____	
Items Purchases for resale purposes (Retail Only).....	_____	
Ending Inventory (Retail Only).....	_____	
Supplies and Materials.....	_____	
Small Tools.....	_____	
Equipment for your Business		
Description	Date Purchased	Price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Miscellaneous Expenses: (Please identify)	_____
_____	_____
_____	_____

SPECIFIC TO PERFORMERS/MUSICIANS

If your income is derived from wages (W-2) and Self Employment (Gigs), please mark the appropriate box next to each expense. If income from both sources is used, please note Both

w-2 Gigs Both

\$ Amount

			Accompanists:.....	
			Agent's Commissions.....	_____
			Audition Fees.....	_____
			Backstage tips.....	_____
			Coaching (required) [Grand total, or breakout below]..	_____
			Acting: _____ Art: _____ Dance: _____	_____
			Music: _____ Voice: _____ Other: _____	_____
			Engineering Fees	_____
			Styling:	_____
			Cosmetology [identify].....	_____
			Hairstyling and wigs [required for work].....	_____
			Make up for work [theatre only].....	_____
			Instrument tuning.....	_____
			Instrument Insurance- On W-2?	_____
			Instrument Supplies, Improvements	_____
			Instrument Research	_____
			Instrument Shipping/travel for instruments	_____
			Laundry/Dry Cleaning (professional uniforms/wardrobe)	_____
			Piano Tuning, other instrument care.....	_____
			Props.....	_____
			Recording Fees	_____
			Safe deposit box.....	_____
			Scripts, plays.....	_____

\$ Amount

			Sheet Music.....	_____
			Special instruction (other than coaching - identify)	_____
			Stage/Dressing room misc supplies - identify	_____
			Stats, Bluelines, etc.....	_____
			Studio Fees	_____
			Theatre/artistic work wardrobe and costumes.....	_____
			Union dues - specify.....	_____
			Union: _____ By Check: _____ By Salary Deduction: _____	_____
			Union: _____ By Check: _____ By Salary Deduction: _____	_____
			Usher tips.....	_____

A E Tax Service, Inc.
610 SW Alder, Suite 410
Portland, OR. 97205

[503] 228-0962
[800] 808-3204

New Instruments Purchased

w-2	Gigs	Both	Description:	Date:	\$ Amount

Any Instruments Sold

w-2	Gigs	Both	Description:	Date:	