

Performing Artist Business Expense Worksheet

If you have your own business (Sole Proprietor or LLC), it is important that you 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

- INCOME from business activities reported on 1099s: \$ _____
 - INCOME from business activities not reported on 1099s: \$ _____
 - Other Income (bank interest from business account): \$ _____
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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 ☐ No

*Job Seeking, Meetings, Auditions, Continuing Ed., etc.

Expenses:

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

If car is owned:

- Purchase Price: \$ _____

- Date of Purchase: \$ _____
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Continuing Education

- Coaching & Classes: \$ _____
 - Rehearsal Space: \$ _____
 - Research Materials: \$ _____
 - Tickets (Concerts, etc.): \$ _____
 - Other: \$ _____
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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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Performing Artist Business Expense Worksheet (continued)

Professional Supplies

- Alterations, Dry Cleaning of Costumes: \$ _____
- Costumes: \$ _____
- Makeup, products, etc.: \$ _____
- Props: \$ _____
- Website Expenses: \$ _____
- Other: \$ _____

Trade Expenses

- Business Gifts: \$ _____
 - Commissions (Agent & Managers): \$ _____
 - Courier Fees: \$ _____
 - Postage & Shipping: \$ _____
 - Trade Publications: \$ _____
 - Union Dues: \$ _____
 - Other: \$ _____
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Communication Expenses

- Cable Fees (Biz % _____): \$ _____
 - Cellphone: \$ _____
 - Internet Fees: \$ _____
 - Land Line: \$ _____
 - Skype/fax/online phone services: \$ _____
 - Other: \$ _____
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Travel Expenses

- Airfare / Car Rental / Hotel / Apt. Rental: \$ _____
 - Parking, Tolls, etc. Transportation: \$ _____
 - Taxi, bus, subway, etc. Travel Meals: \$ _____
 - Other: \$ _____
 - Other: \$ _____
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Other Business Expenses

- Accounting / Tax Prep Fees: \$ _____
 - Equipment Rentals: \$ _____
 - Health Insurance: \$ _____
 - Insurance Expense (other than health): \$ _____
 - Interest Expense: \$ _____
 - Legal Fees: \$ _____
 - Meals & Entertainment: \$ _____
 - Office Rent: \$ _____
 - Office Supplies: \$ _____
 - Repairs & Maintenance: \$ _____
 - Supplies (other than office): \$ _____
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Performing Artist Business Expense Worksheet – Depreciable Items

DEPRECIABLE ITEMS

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

Item 1

- Description of Item: _____
 - Date of Purchase: _____
 - Cost: \$ _____
 - Used Exclusively for Business? ☐ Yes ☐ No
 - If not, what is the business use? _____
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Item 2

- Description of Item: _____
- Date of Purchase: _____

- Cost: \$ _____
 - Used Exclusively for Business? ☐ Yes ☐ No
 - If not, what is the business use? _____
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Item 3

- Description of Item: _____
 - Date of Purchase: _____
 - Cost: \$ _____
 - Used Exclusively for Business? ☐ Yes ☐ No
 - If not, what is the business use? _____
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Note: Payments over \$600 must be reported on a 1099-Misc form.
