

# Tax Matters



2052 Newport Boulevard, Suite 6, Costa Mesa, California 92627-7158

## ENTERTAINERS

Client:

ID#:

Tax Year:

The purpose of this worksheet is to help you organize your tax deductible business expenses and **maximize your deductions**. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

### Business Expenses

Accounting, Bookkeeping, Tax Preparation	Telephone - Pay Phone
Admissions to Concerts, Plays, Shows	Trade Papers
Advertising - Photograph Stills for Publicity	Typing Expenses
Advertising - Photograph Reproductions	Union Dues - Actors Equity
Advertising - Players Directory	Union Dues - AFTRA
Advertising - Portfolio Photograph Book	Union Dues - AGVA
Agent Commissions	Union Dues - Initiation Fee
Arrangers	Union Dues - Other
Audition Expenses	Union Dues - Screen Actors Guild
Beauty Parlor Expense - Professional Only	Union Dues - Screen Extra Guild
Christmas Cards & Postage to Professionals	Wardrobe - Ballet Shoes
Coaching - Dance	Wardrobe - Costume Rental
Coaching - Dramatic	Wardrobe - Dry Cleaning
Coaching - Vocal	Wardrobe - Laundry
Copyist	Wardrobe - Rehearsal Hall
Equipment Repair	Wardrobe - Repairs
Fan Mail Service	Wardrobe - Special Professional Purchases
Gifts to Personnel (\$25 limit)	Wigs
Hairpiece	Equipment Depreciation (from Prior Years)
Make-Up Artist	Equipment Purchased (this Year)
Make-Up - Professional Use Only	<b>TOTAL</b>
Management Fees	<b>Meals &amp; Entertainment</b>
Manuscripts	Business Related Entertainment
Music - Tapes, CDs, Sheet	Business Related or Travel Meals
Office Supplies	<b>TOTAL</b>
Piano Tuning	<b>Overnight Travel</b>
Playback Supplies	Travel - Air Fare, Train, Bus, Taxi, Car
Press Clipping Service	Travel - Hotel
Promotional Expense	Travel - Laundry
Public Relations Expenses	Travel - Mileage
Publicity Agent Expenses	Travel - Tips
Recording Tapes	Travel Carts to Carry Equipment
Records - Cost of Cutting Demos	<b>TOTAL</b>
Rehearsing Hall Costs	<b>Vehicle Expenses</b>
Research and Development Expense	DMV Fees
Shoes - Special Built-Ups to Stand in f/work	Business Miles
Stunt Equipment	Total Miles
Stunt Clothing	Vehicle Expenses
Telephone - Answering Service	<b>Parking, Tolls, Transportation - not overnight</b>
Telephone - Call Club Service	Air, Bus, Train, Taxi (including tips)
Telephone - Home Long Distance Calls	Parking & Tolls
Telephone - Home Second Line	<b>TOTAL</b>