

PERFORMING ARTIST'S INCOME & EXPENSE WORKSHEET

YEAR _____

NAME _____ Federal ID # _____

NAME OF BUSINESS _____

ADDRESS OF BUSINESS _____

SERVICE PERFORMED _____

How many months was this business in operation during the year? 12 Months **OR** From _____ Through _____

How many hours during the year did you and/or your spouse devote to this business? FULL TIME **OR** # of hours _____

Is any portion of your investment in this business *not* subject to payback by you? YES NO

▼ BUSINESS INCOME ▼

GROSS SALES/RECEIPTS	Amount	W2 ✓	1099 ✓
Source:			
Source:			
Source:			
Source:			
Source:			
Source:			

1099 – MISC. Bring in ALL 1099s received. Include Non-Employee Amount in Gross Sales

Do your records agree with the amount reported? YES NO

W-2: Bring all W2s received.

▼ Sales of Sets, Scenery, Equipment & Instruments Used for Business ▼

Kind of Property	Date Acquired	Date Sold	Gross Sales Price	Expenses of Sale	Original Cost

▼ CAR and TRUCK EXPENSES ▼

	Vehicle 1	Vehicle 2
Year and Make of Vehicle		
Date Purchased (month, date and year)		
Ending Odometer Reading (December 31)		
Beginning Odometer Reading (January 1)	-	-
Total Miles Driven (End Odo – Begin Odo)		
Total Business Miles (do you have another vehicle?)		
Total Commuting Miles		
Parking Fees and Tolls		
License Plates		
Interest		
<i>Continue only if you take actual expense (must use actual expense if you lease)</i>		
Gas, oil, lube, repairs, tires, batteries, insurance, supplies, wash, wax, etc.		
Lease Costs		

✓ BUSINESS MILES (examples)
___ Bank trips
___ Auditions
___ Business meetings
___ Classes
___ Job-seeking
___ Out-of-town trips
___ Purchasing materials/supplies
___ Rehearsals
Do not count miles commuting to a regular place of business as business miles.

PERFORMING ARTIST'S EXPENSES (continued)

ADVERTISING/PROMOTION: Ads, business cards, holiday cards, etc.	EXPENSES (away from home overnight): Lodging Meals & tips (keep total separate from other costs) Other (incidentals, laundry, etc.) Convention fees Airplane or train fares Auto rental, taxis or bus fares
♦ COMMISSIONS & FEES PAID: Contract labor, agent's fees, manager's commissions.	MEALS & ENTERTAINMENT: Business meals Gifts (limited to \$25 per individual or couple) Tickets Tickets to qualified charitable events
EMPLOYEE BENEFITS: Health Insurance, company party, mileage reimbursements, etc.	UTILITIES & TELEPHONE: Electricity (business) Natural gas/heating fuel (business) Garbage, water, sewer (business) Telephone (bus. line, second line, other options) Business long distance (from home telephone) Faxes, paging svcs, cellular svcs, pay phone
INSURANCE: Business liability (do not include auto, truck or health)	WAGES: (bring your copy of W-2s/941s if they have been filed) Wages to spouse (subject to Soc.Sec. and Medicare tax) Children under 18 (not subject to Soc.Sec. and Medicare tax) Other
INTEREST: (do not include auto or truck) Equipment loans Business-only credit card	OTHER EXPENSES (not listed elsewhere): Accompanist and audition Coaching lessons Dues and publications (association, union dues, magazines, trade journals) Education (tuition, books, supplies) Tickets for research (theatre, film, concert, etc.) Tips and gratuities (backstage) Wardrobe/costumes (cost, cleaning, professional makeup)
♦ LEGAL & PROFESSIONAL: Attorney fees for business, acct. fees, bonds, permits, tax prep.	
OFFICE EXPENSE: Postage, stationery, office supplies, bank charges, pens, printing, etc.	
PENSION/PROFIT SHARING: Employees only	
♦ RENT/LEASE: Machinery and equipment Other business property/studio	
♦ REPAIRS & MAINTENANCE: Equipment, piano tuning, etc.	
SUPPLIES: Computer supplies Films/slides, a/v materials Classroom aids/decorations	
TAXES: Personal property Licenses (not auto/truck), Sales tax (if included in gross sales) Payroll	
EDUCATION: (tuition, registration, books, supplies)	
TRAVEL (number of nights away): City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____ City _____ Nights out _____	

BUSINESS EQUIPMENT PURCHASED & LEASEHOLD IMPROVEMENTS

Audio visual, answering machine, computer, software, tape recorder, pagers, telephones, furniture, fax, etc...

Item Purchased	Date Purchased	Cost (including sales tax)	Item Traded	Additional Cash Paid	Traded with Related Property	Other Information

♦ 1099s: Amounts of \$600.00 or more paid to individuals (not corporations) for rent, interest, or services rendered to you in your business, require information returns to be filed by payer.

Due date of return is January 31. Nonfiling penalty can be \$150 per recipient. If recipient does not furnish you with his/her Social Security Number, you are required to withhold 31% of the payment(s).

Name	Address	Social Security #	Amount	Purpose of Payment

Sign here _____
 W-9s (Request for Payee's Social Security #) are available.