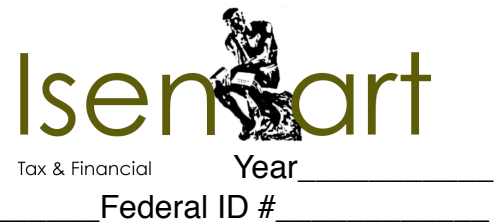


# Performing Artists' Income & Expense Worksheet



Name \_\_\_\_\_

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Service Performed \_\_\_\_\_

How many months was this business in operation during the year? 12 Months  or From \_\_\_\_\_ To \_\_\_\_\_

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 1099's received.  
Include Non-employees Amount in Gross Sales  
Do your records agree Y  
with the amount reported? N

Did you receive \$10,000 in actual cash from any individual at any one time- or in accumulated amounts- during this tax year?

## 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 Expense

|  | vehicle 1 | vehicle 2 |
|--|-----------|-----------|
| Year and Make of Vehicle                                   |           |           |
| Date Purchased (mdy)                                       |           |           |
| Ending Odometer Reading (Dec 31)                           |           |           |
| Beginning Odometer Reading (Jan 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   |           |           |
| Continue only if you take actual expenses.                 |           |           |
| Gas, oil, lube, repairs, tires, batteries, insurance, etc. |           |           |
| Lease Cost   |           |           |

Business Miles (examples)  
 \_\_\_\_\_ Bank Trips  
 \_\_\_\_\_ Auditions  
 \_\_\_\_\_ Business Meetings  
 \_\_\_\_\_ Classes  
 \_\_\_\_\_ Job Seeking  
 \_\_\_\_\_ Out-town Trips  
 \_\_\_\_\_ Purchasing materials/supplies  
 \_\_\_\_\_ Rehearsals

Do not count miles commuting to a regular place of business as business miles.

**ORDINARY & NECESSARY BUSINESS EXPENSES (continued)**

|  |  |   |  |
|--|--|---|--|
| <b>Advertising Promotion*</b>                                  |  | <b>Expenses* (Away from home overnight)</b>         |  |
| <b>Commissions &amp; Fees Paid*</b>                            |  | <b>Lodging</b>                                      |  |
| <b>Employee Benefits:</b>                                      |  | <b>Meals &amp; Tips (separate from other costs)</b> |  |
| <b>Insurance:Health (owners and employees)</b>                 |  | <b>Other:</b>                                       |  |
| <b>Interest: Mortgage Paid to Financial Inst.</b>              |  | <b>Convention Fees</b>                              |  |
| <b>    Paid to Individual</b>                                  |  | <b>Airplane or train fares</b>                      |  |
| <b>Other Interest: (Do not include auto or truck)</b>          |  | <b>Auto Rental, taxis or bus fare</b>               |  |
| <b>    List Life insurance loans separately</b>                |  | <b>Meals &amp; Entertainment*</b>                   |  |
| <b>    Business <i>only</i> credit card</b>                    |  | <b>Business Meals</b>                               |  |
| <b>Legal and Professional:</b>                                 |  | <b>Gifts (Limit \$25 per individual or couple)</b>  |  |
| <b>Office Expense:</b>   |  | <b>Tickets</b>                                      |  |
| <b>Pension/Profit Sharing</b>                                  |  | <b>Tickets to charitable events</b>                 |  |
| <b>Rent/Lease: Machinery</b>                                   |  | <b>Utilities &amp; Telephone</b>                    |  |
| <b>    Station rent</b>  |  | <b>Electricity (business)</b>                       |  |
| <b>    Other bus. property, storage fee</b>                    |  | <b>Natural gas/heating fuel (business)</b>          |  |
| <b>Repairs &amp; Maintenance:</b>                              |  | <b>Garbage, water, sewer (business)</b>             |  |
| <b>Supplies: Misc. Not included elsewhere</b>                  |  | <b>Telephone</b>                                    |  |
| <b>    Sheet Music, books, tapes</b>                           |  | <b>Business Long Distance</b>                       |  |
| <b>Taxes: Personal Property</b>                                |  | <b>Faxes, paging service, cellular svc</b>          |  |
| <b>    Licenses (not auto or truck)</b>                        |  | <b>Wages: copy of W-2s/941 if filed</b>             |  |
| <b>    Real Estate of business bldg &amp; Lnd</b>              |  | <b>Other expenses:</b>                              |  |
| <b>    Payroll</b>   |  | <b>    Accompanist and Audition</b>                 |  |
| <b>Travel: (number of nights away)</b>                         |  | <b>    Coaching lessons</b>                         |  |
| <b>City _____ Nights Out _____ City _____ Nights Out _____</b> |  | <b>    Dues, publications</b>                       |  |
| <b>City _____ Nights Out _____ City _____ Nights Out _____</b> |  | <b>    Education &amp; Workshops</b>                |  |
| <b>Laundry and Cleaning</b>                                    |  | <b>    Tickets for research</b>                     |  |
| <b>Printing and Copying</b>                                    |  | <b>    Wardrobe and costumes</b>                    |  |
|  |  | <b>Fuel for Equipment</b>                           |  |
|  |  | <b>    Dues and Publications</b>                    |  |
|  |  | <b>Other:</b>                                       |  |

**Equipment**

| Item Purchased | Date Purchased | Cost (excluding sales tax) | Item Traded | Additional Cash Paid | Business Use | Other Information |
|----------------|----------------|----------------------------|-------------|----------------------|--------------|-------------------|
|                |                |                            |             |                      |              |                   |
|                |                |                            |             |                      |              |                   |
|                |                |                            |             |                      |              |                   |

1099s: Amounts of \$600 or more paid to individuals (not corporation) 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).

|             |                |                          |               |                           |
|-------------|----------------|--------------------------|---------------|---------------------------|
| <b>Name</b> | <b>Address</b> | <b>Social Security #</b> | <b>Amount</b> | <b>Purpose of Payment</b> |
| _____       | _____          | _____                    | _____         | _____                     |

Sign here \_\_\_\_\_