VOLUNTEER INCOME TAX ASSISTANCE 2019

PERFORMING ARTS PROFESSIONAL EXPENSES

NAME__________________________________________ (Married Use Separate Form)

Use EXACT Amounts – Do Not Estimate

• Accompanist and Audition Expense $
• Advertising and Publicity (website, photos, resume, Showfax, IMDb, Actors Access, etc.) $
• Agents Commissions and Managers Fees $
• Auto Expense (use Automobile Expenses worksheet) Worksheet
• Coaching/Classes and Lessons (voice, dance, acting, etc., No Gym Memberships) $
• Equipment/Business Software (provide details below) XXXXXXXXX
• Gifts for Business (limited to $25 per recipient per year) $
• Internet and/or Streaming Services (business percentage only) Total $________ x ______% = $
• Make Up and Hair Care (only when working) $
• Office Supplies, Stationery & Postage $
• Rental of Studio Space and/or Equipment $
• Repairs and Maintenance (Equipment, Instruments, Warranty Contracts, etc.) $
• Research and Misc. Supplies (Sheet Music, Books, DVDs, Scripts, iTunes, Headphones, Apps, etc.) $
• Stage Manager Supplies (Kit, First Aid, Blacks, Tools, other SM’s expenses) $
• Tax Preparation, Legal Fees, Professional Fees (business–related only) $
• Telephone (business-percentage only or 100% for 2nd Line) Total $________ x ______% = $
• Tickets for Research (theatre, film, concert, dance, Netflix, only for yourself) $
• Tips and Gratuities (backstage, dressers, stage door personnel, etc.) $
• Trade Publications (Backstage, Variety, Performer Cues, Call Sheet, etc.) $
• Travel Expenses (use Out of Town worksheet – out of town airfare, lodging, etc.) Worksheet
• Transportation/Transit Seeking Employment (Public Transit, Taxi, Livery, Shuttle, etc.) $
• Union Dues & Initiation Fees (include AEA & SAG-AFTRA “working “dues) $
• Wardrobe and cleaning (costumes & specialized dancewear – No Streetwear) $
• Other $
• Other $

TOTAL OF EXPENSES LISTED ABOVE $

• Meals for Business - locally (receipts should indicate who, what, where, when & why) $
(Do not include out of town meals here – see Out of Town Expense Worksheet)

EQUIPMENT EXPENSE

<table>
<thead>
<tr>
<th>ITEM PURCHASED</th>
<th>DATE OF PURCHASE</th>
<th>COST OF ITEM Including Tax</th>
<th>PERCENT (%) OF USE FOR BUSINESS</th>
<th>DEDUCTIBLE AMT. (cost x bus. %)</th>
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