

Name _____

Last Four Digits SS#

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ACTOR / MODEL WORKSHEET

PHOTOGRAPHY & PUBLICITY EXPENSE – bus. cards, publicity photos, resumés		
PROFESSIONAL SERVICES – sub contract labor, assistants		
INTEREST – paid on business expenses		
FEES – legal and accounting fees		
POSTAGE – fax, Xerox, FedEx, messengers		
COACHING – classes, seminars, workshops, lessons		
REPAIRS – instrument and equipment repair		
OFFICE SUPPLIES – stationery, batteries, etc.		
ART SUPPLIES – raw stock, canvas, paints, etc		
TRAVEL – airfare, hotels, cabs, hotel		
MEALS & ENTERTAINMENT – business meals, food on location		
PHONE – used for business, answering service, cell, v-mail		
TRADE PUBLICATIONS –industry mags, books		
REVIEW OF PLAYS – films, concerts, DVD rentals		
GIFTS – promotional, client		
FILM – film processing		
TAPE DUPLICATION – demo reel		
RESEARCH – films, concerts, video rentals		
CABLE TV		
COMMISSIONS – agents, manager, business manager		
DUES & FEES – union fees, online fees		
PARKING		
WEEKS ON LOCATION		
MEDICAL – doctor, dentist, optometry		
MEDICAL INSURANCE		
MORTGAGE INTEREST		
REAL ESTATE TAX		
CHARITY – cash, check		
CHARITY – other		
VEHICLE EXPENSE:	VEHICLE 1	VEHICLE 2
Year vehicle was acquired		
Total Miles		
Business Miles		
Appox. miles per gallon		
Cost of insurance		
Repairs, tires, tune-ups		
Lease expense		
Vehicle Registration/DMV		

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BUSINESS EQUIPMENT PURCHASED DURING THE YEAR:		
Date Purchased (mm/dd/yyyy)	Description	Cost

CHECK LIST:

- Make sure all names are exactly as they appear on the Social Security cards.
- Subtotal all your receipts and write the totals in the appropriate categories.
- Bring all W-2s and 1099s with you.
- If you sold any stocks, bring in all information, including date and price of purchase and sale. Make
- sure Social Security numbers are included for all children (dependents).
- Fill out the following:

Address: _____

City _____ State _____ Zip _____

Phone: home _____ work _____ cell _____

email: _____

JWJ ACCOUNTING

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Questions? Email jwjohnson@jwjaccounting.com

Or save, print and fax to: **818.484.2118**

FOR OFFICE USE ONLY:

ESTIMATED FED REFUND _____ ESTIMATED STATE REFUND _____