

Name _____

Last Four Digits SS# *** - ** -

Animation - Tech Director – Post Production Worksheet

ADVERTISING- business cards, publicity photos, resumes		
PROFESSIONAL SERVICES- subcontract labor, assistants		
INTEREST- paid on business expenses		
TAX PREPARATION FEES - legal and accounting fees		
POSTAGE- fax, Xerox, FedEx, messengers		
EQUIPMENT RENTAL- film production expense		
REPAIRS- computer and equipment repair		
SUPPLIES - stationary, batteries, etc.		
ART SUPPLIES- raw stock, canvas, paints, etc		
TRAVEL- airfare, hotels, cabs		
MEALS & ENTERTAINMENT- business meals, food on location		
PHONE- used for business, answering service, cell, v-mail		
TRADE PUBLICATIONS- industry mags, books		
SEMINARS- trade shows		
GIFTS- promotional, client		
FILM/FILM PROCESSING		
TAPE DUPLICATION- demo reel		
RESEARCH- films, concerts, video rentals		
CABLE TV		
IN-HOME STUDIO- % of sq.ft. used as studio		
UTILITIES electric, gas		
DUES & FEES- union fees, online fees		
PARKING		
LOCATION - number of days 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		
Approx. miles per gallon		
Cost of insurance		
Repairs, tires, tune-ups		
Lease expense		
Vehicle Registration/OMV		

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BUSINESS EQUIPMENT PURCHASED DURING THE YEAR:

Date Purchased	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

3501 Ocean Blvd. | Glendale, CA 91208

T 818.259.5873 | fax 818.484.2118

www.jwjaccounting.com

Questions? Email jwjohnson@jwjaccounting.com

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

FOR OFFICE USE ONLY:

ESTIMATED FED REFUND _____ ESTIMATED STATE REFUND _____