

Name _____

Last Four Digits SS# _____ - _____ - _____

Artist – Art Director – Computer Graphics 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 - stationery, 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, DVD rentals | | |
| CABLE TV | | |
| IN-HOME STUDIO- % of sq.ft. used as studio | | |
| UTILITIES electric, gas | | |
| DUES - union dues, online fees, associations, memberships | | |
| 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 | | |

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

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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 _____