

2016 Music Arts & Entertainment Worksheet

**** Please do not ROUND - Actual numbers are required****

Business Activity _____
Business Name _____
EIN # _____

Does your business have a different address? Yes No
Did you issue all 1099s to contractors? Yes No

Business Income (All bank deposits are income unless proven otherwise)

\$ _____ 1099 Misc Income - Received from: _____
 \$ _____ Other Cash and Check Income _____
 \$ _____ Credit Card Income _____
 \$ _____ Returns and Allowances _____
 \$ _____ Total Gross Sales and Receipts _____

Business Auto Expense

Did you have more than one vehicle for business purposes? Yes No
 *If yes, please use Multiple Vehicle Worksheet

_____ Year, Make and Model of Vehicle

_____ Date Auto Began Business Use

_____ Number of Business Miles (to 1099 jobs and other business use)

_____ Total Commuting Miles (to W2 jobs)

_____ Total Miles Driven For the Year _____ Mileage Wksht

_____ % of Business Use _____ Attached

_____ Odometer Reading Beginning the Year as of _____

_____ Odometer Reading Ending the Year as of _____

\$ _____ Total Fuel Expenses
 \$ _____ Total Auto Insurance Paid
 \$ _____ Total Auto Lease Paid
 \$ _____ Total Auto Repairs Paid
 \$ _____ Total Auto Purchase Price
 \$ _____ Total Auto Loan Interest

Business Use of Home

Did you have more than one home used for business? Yes No
 *If yes, please use Multiple Home BUH Worksheet

_____ Square Footage of Home

_____ Square Footage of Area used for Business

\$ _____ Rent Expense
 \$ _____ Utilities
 \$ _____ Mortgage Interest
 \$ _____ Real Estate Taxes
 \$ _____ Repairs and Maintenance
 \$ _____ Home Insurance

Use my Statements and Receipts for Deductions

Business Expenses

\$ _____ Accompanist and Assistant Fees
 \$ _____ Agents, Managers, Publicists Fees
 \$ _____ Backstage Tips
 \$ _____ Bank Service Charges
 \$ _____ Business Gifts (limited to \$25 per gift)
 \$ _____ Business Meals and Entertainment
 \$ _____ Coaching, Training and Classes
 \$ _____ Computer Expenses
 \$ _____ Contract Labor (Subs)
 \$ _____ Copyright Expenses
 \$ _____ Dancewear and Costuming
 \$ _____ Equipment Rental
 \$ _____ Health Insurance
 \$ _____ Insurance (other than health)
 \$ _____ Internet Service _____ % of Biz Use
 \$ _____ Legal and Professional Services
 \$ _____ Marketing and Promotion (include website)
 \$ _____ Makeup, Hair & Nails (for Theatrical Use only)
 \$ _____ Muscle Conditioning and Massage
 \$ _____ Music and Sound Equipment
 \$ _____ Office or Studio Rent
 \$ _____ Office Supplies and Expenses
 \$ _____ Postage and Printing
 \$ _____ Professional Books, Plays and Scripts
 \$ _____ Professional Dues and Subscriptions
 \$ _____ Professional Memberships and Union Dues
 \$ _____ Publicity Tickets
 \$ _____ Repairs and Maintenance
 \$ _____ Sheet Music, CDs, DVDs, and Itunes
 \$ _____ Supplies, Equipment, Luggage
 \$ _____ Tax Preparation Fee (paid in tax year)
 \$ _____ Taxes, Licenses and Permits
 \$ _____ Telephone Expense _____ % of Biz Use
 \$ _____ Theatre and Movies (for Theatrical Research)
 \$ _____ Trade Publications
 \$ _____ Transportation (Cabs, Parking, Fees and Tolls)
 \$ _____ Utilities (in Office or Studio Space)
 \$ _____ Other: _____

Travel Expenses & Travel Meals - Enter on Page 2

Did you make any major equipment purchases over \$2,500?

Travel Ledger: List of Trips

Dates of Trip	Location	# of Days	Purpose	Was travel and lodging covered?	Did you receive Per Diem?	Office Use Only	
						Rate	Total

Travel Expenses - Not Included in Above Ledger

\$ _____	Hotels	\$ _____	Car Rental	\$ _____	Gas, Parking, Tolls	Travel Meals
\$ _____	Airfare	\$ _____	Insurance	\$ _____	Ground Transportation	\$ _____

Business Activities Summary for the year

Please give a brief summary of your business operations:

If you are opting to have FG go through your statements, this section is required to find your deductions.

January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

How do you keep track of your accounting? _____

How do you maintain your income and expense records? _____

How are the expenses on page 1 helpful to your business? _____

Do you have an advertising or promotional plan? _____

How will your business make a profit? _____

How do you plan to increase business in subsequent years? _____

Documents Provided for Tax Return:	1099-MISC to Contractors	Business License	Bank Statements
1099-MISC Income	1099-K	Client List	Credit Card Statements
		Receipt Books	

Taxpayer/Owner Name