

**ANIMATION / TECH DIRECTOR / POST PROD WORKSHEET**

ADVERTISING- bus. cards, publicity photos, resumés	
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	
<b>FILM/FILM PROCESSING</b>	
TAPE DUPLICATION-demo reel	
RESEARCH- films, concerts, video rentals	
<b>CABLE TV</b>	
IN-HOME STUDIO- % of sqft used as studio	
UTILITIES electric, gas	
DUES & FEES- union fees, online fees	
<b>PARKING</b>	
LOCATION - number of days on location	
MEDICAL - doctor, dentist, optometry	
<b>MEDICAL INSURANCE</b>	
<b>MORTGAGE INTEREST</b>	
<b>REAL ESTATE TAX</b>	
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/DMV		

Name \_\_\_\_\_ Last Four Digits SS# \*\*\* - \*\* -

**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: \_\_\_\_\_

for more info: [sendforms@hnrclark.com](mailto:sendforms@hnrclark.com)

or save, print and fax to: **818.848.5832**

## **H.N.R. CLARK**

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FOR OFFICE USE ONLY:

ESTIMATED FED REFUND \_\_\_\_\_ ESTIMATED STATE REFUND \_\_\_\_\_