

<b>ARTIST / ART DIRECTOR</b>		<b>TAXPAYER</b>	<b>SPOUSE</b>	
<b>BUSINESS INCOME</b> – 1099, cash, Paypal, Venmo (not W2 or brokerage)				
<b>ADVERTISING</b> – bus. cards, photos, IMDB, website				
<b>COMMISSIONS</b> – agents, manager				
<b>CONTRACT LABOR</b> – subcontract labor, assistants				
<b>INSURANCE</b> – business (not health or vehicle)				
<b>INTEREST</b> – paid on business expenses				
<b>LEGAL &amp; PROFESSIONAL</b> – tax preparation, accounting, legal				
<b>OFFICE EXPENSE</b> – internet, postage, UPS, FedEx, messengers				
<b>EQUIPMENT RENTAL</b> – vehicle, machinery, equipment				
<b>REPAIRS</b> – computer, equipment, phone				
<b>SUPPLIES</b> – paper, batteries, toner				
<b>ART SUPPLIES</b> – materials, paint, canvas, pencils				
<b>TELEPHONE</b> – cell phone, landline				
<b>TRAVEL</b> – airfare, hotels, cabs, train				
<b>MEALS</b> – business meals, food on location				
<b>COMPUTER SUBSCRIPTIONS</b> – DropBox, Adobe, Microsoft Office				
<b>EDUCATIONAL/COACHING</b> – classes, seminars, workshops				
<b>PROMOTIONAL</b> – client gifts				
<b>RESEARCH</b> – films, concerts, cable TV, streaming services				
<b>TRADE PUBLICATIONS</b> – industry mags, books, newspaper subscriptions				
<b>UNION DUES &amp; PROFESSIONAL MEMBERSHIPS</b>				
<b>EQUIPMENT PURCHASES</b> – total				
<b>FEDERAL INCOME TAX PAYMENT</b> – extension, estimated tax				
<b>STATE INCOME TAX PAYMENT</b> – extension, estimated tax				
<b>RETIREMENT CONTRIBUTION</b> – SEP, IRA, Roth IRA				
<b>MEDICAL INSURANCE</b>				
<b>MEDICAL EXPENSE</b>				
<b>REAL ESTATE TAX</b>				
<b>MORTGAGE INTEREST</b>				
<b>CHARITY</b> – cash, check				
<b>CHARITY</b> – non-cash contributions, Goodwill, Salvation Army, Out of The Closet				
<b>HOME OFFICE</b>	<b>VEHICLE EXPENSE</b>		<b>VEHICLE 1</b>	<b>VEHICLE 2</b>
<b>BUS. USE SQ FT</b>		<b>YEAR ACQUIRED &amp; TYPE</b>		
<b>TOTAL SQ FT</b>		<b>TOTAL MILEAGE ADDED THIS YEAR</b>		
<b>INSURANCE</b>		<b>BUS. MILEAGE ADDED THIS YEAR</b>		
<b>RENT</b>		<b>PARKING</b>		
<b>REPAIRS</b>		<b>GASOLINE OR APPROX MILES PER GAL.</b>		
<b>UTILITIES</b>		<b>REPAIRS, TIRES, TUNE-UPS</b>		
		<b>INSURANCE</b>		
		<b>REGISTRATION/DMV</b>		
		<b>LEASE EXPENSE</b>		

Name \_\_\_\_\_

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

**BUSINESS EQUIPMENT PURCHASED DURING THE YEAR:**

Date Purchased (mm/dd/yyyy)	Description	Cost

total

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

If you prefer, email directly to [hnr@hnrclark.com](mailto:hnr@hnrclark.com) or fax to: 818.848.5832

# H.N.R. CLARK

*get Acrobat Reader*

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**FOR OFFICE USE ONLY:**

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