

## MUSICIAN WORKSHEET

ADVERTISING- bus. cards, publicity photos, resumés		
PROFESSIONAL SERVICES- subcontract labor, assistants		
MUSICIAN FEES		
CARTAGE, ROADIES		
COMMISSIONS- paid to agents and managers		
INSURANCE- on instruments, equipment		
INTEREST- paid on business expenses		
TAX PREPARATION FEES - legal and accounting fees		
POSTAGE- fax, Xerox, FedEx, messengers		
EQUIPMENT RENTAL		
REPAIRS- instrument and equipment repair		
SUPPLIES - stationery, batteries, CDs, DVDs, etc.		
TRAVEL- airfare, hotels, cabs		
MEALS & ENTERTAINMENT- business meals, food on location		
PHONE- used for business, answering service, cell, v-mail		
TRADE PUBLICATIONS-music/industry mags, books		
LESSONS- seminars, coaching		
REHEARSAL STUDIO		
RECORDING STUDIO		
SONG COPYRIGHTS, REGISTRATION		
TAPE DUPLICATION-demo reel		
STAGE WARDROBE- used for stage only		
MUSIC CABLE SUBSCRIPTION		
DUES- union dues, online fees	GIFTS- promotional	
PARKING		
WEEKS ON TOUR		
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/DMV		

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

**BUSINESS EQUIPMENT PURCHASED DURING THE YEAR:**

Date Purchased (mm/dd/yyyy)	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 \_\_\_\_\_