

Name \_\_\_\_\_

SS# \_\_\_\_\_

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

<b>ADVERTISING-</b> bus. cards, publicity photos, resumés	
<b>PROFESSIONAL SERVICES-</b> subcontract labor, assistants	
<b>INTEREST-</b> paid on business expenses	
<b>TAX PREPARATION FEES -</b> legal and accounting fees	
<b>POSTAGE-</b> fax, Xerox, FedEx, messengers	
<b>EQUIPMENT RENTAL-</b> film production expense	
<b>REPAIRS-</b> computer and equipment repair	
<b>SUPPLIES -</b> stationery, batteries, etc.	
<b>ART SUPPLIES-</b> raw stock, canvas, paints, etc	
<b>TRAVEL-</b> airfare, hotels, cabs	
<b>MEALS &amp; ENTERTAINMENT-</b> business meals, food on location	
<b>PHONE-</b> used for business, answering service, cell, v-mail	
<b>TRADE PUBLICATIONS-</b> industry mags, books	
<b>SEMINARS-</b> trade shows	
<b>GIFTS-</b> promotional, client	
<b>FILM PROCESSING</b>	
<b>TAPE DUPLICATION-</b> demo reel	
<b>RESEARCH-</b> films, concerts, video rentals	
<b>CABLE TV</b>	
<b>IN-HOME STUDIO-</b> % of sqft used as studio	
<b>UTILITIES</b> electric, gas	
<b>DUES &amp; FEES-</b> union fees, online fees	
<b>PARKING</b>	
<b>LOCATION -</b> number of days on location	
<b>MEDICAL -</b> doctor, dentist, optometry	
<b>MEDICAL INSURANCE</b>	
<b>MORTGAGE INTEREST</b>	
<b>REAL ESTATE TAX</b>	
<b>CHARITY -</b> cash, check	
<b>CHARITY -</b> other	

<b>VEHICLE EXPENSE:</b>	<b>VEHICLE 1</b>	<b>VEHICLE 2</b>
Year vehicle was acquired		
Total Miles		
Business Miles		
Approx. miles per gallon		
Cost of insurance		
Repairs, tires, tune-ups		
Lease expense		
Vehicle Registration/DMV		

**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 them in under 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: \_\_\_\_\_

prepared by:

**H.N.R. CLARK**

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FOR OFFICE USE ONLY:

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