

Name _____

SS# _____

FILM PRODUCTION 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.		
TOOLS - kit purchase		
PRODUCT SAMPLES -CDs, DVDs,		
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		
FILM / FILM PROCESSING		
TAPE DUPLICATION - Director's Reel		
ADMISSION - to shows, films, concerts, video rentals		
RESEARCH - films, concerts, video rentals		
CABLE TV		
DUES - union dues, online fees, associations, memberships		
PARKING		
LOCATION - number of days on location		
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		

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 \$ _____