

Name \_\_\_\_\_

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

## PHOTOGRAPHER WORKSHEET

<b>ADVERTISING</b> - bus. cards, publicity photos, resumés	
<b>PROFESSIONAL SERVICES</b> - subcontract labor, assistants	
<b>FILM</b> - raw stock	
<b>FILM</b> - film processing	
<b>INTEREST</b> - paid on business expenses	
<b>TAX PREPARATION FEES</b> - legal and accounting fees	
<b>POSTAGE</b> - fax, Xerox, FedEx, messengers	
<b>CAMERA RENTAL</b> - equipment rental	
<b>REPAIRS</b> - computer and equipment repair	
<b>SUPPLIES</b> - stationery, batteries, 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>RESEARCH</b> - films, concerts, video rentals	
<b>STUDIO RENTAL</b>	
<b>IN-HOME STUDIO</b> - %of sqft used as studio	
<b>UTILITIES</b> electric, gas	
<b>DUES</b> - union dues, online fees, associations, memberships	
<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:

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FOR OFFICE USE ONLY:

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