

CONSTRUCTION/TECH WORKSHEET

NAME	S.S.#
1) ADVERTISING - Bus. cards, Publicity photos, Resumes	
2) SUB-CONTRACTORS - Sub-contract labor	
3) CASUAL LABOR - Day labor	
4) MATERIALS - Building supplies	
5) INTEREST - Paid on business expenses	
6) LEGAL FEES, ACCOUNTING FEES	
7) POSTAGE, FAX, XEROX, FED-EX, MESSENGERS	
8) EQUIPMENT RENTAL	
9) VEHICLE RENTAL - Truck	
10) REPAIRS - Instruments and equipments	
11) SUPPLIES - Stationery, Office supplies, etc.	
12) TOOLS	
13) TRAVEL - Airfare, Train, Taxicabs, Hotel	
14) FOOD & ENTERTAINMENT - Bus. meals, Food on location	
15) TELEPHONE - Used for bus., Answering svc, cell, & voicemail	
16) TRADE PUBLICATIONS - Music/Industry mags., Books	
17) PROMOTIONAL GIFTS	
18) FILM/FILM PROCESSING	
19) RESEARCH - Films, Concerts, Video rentals(if applicable)	
20) UNION DUES - Association memberships, Online fees	
21) PARKING	
22) WEEKS ON LOCATION	
23)	
24)	
25)	
26)	
27) MEDICAL- Doctors, Dentists, Optometry	MED. INS.
28) MORTGAGE INTEREST	
29) REAL ESTATE TAX	
30) CHARITY - Cash or check	
31) CHARITY - Other	

CAR AND TRUCK EXPENSES	VEHICLE 1	VEHICLE 2	CURRENT YEAR	VEHICLE 1	VEHICLE 2
YEAR VEHICLE WAS ACQUIRED					
TOTAL MILES ON VEHICLE			TOTAL MILES		
APPROX. MILES PER GALLON					
COST OF INSURANCE			BUS. MILES		
REPAIRS, TIRES, TUNE-UPS					
LEASE EXPENSE			VEHICLE REGISTRATION/DMV		

BUSINESS EQUIPMENT PURCHASES DURING THE YEAR

DATE PURCHASED	DESCRIPTION	COST

DATE PURCHASED	ADDITIONAL BUS. EQUIP. PURCHASES DESCRIPTION	COST

INSTRUCTIONS

- 1) Please make sure all names are exactly as they appear on the social security cards.
- 2) Please subtotal all your receipts and write them in under the appropriate categories.
- 3) Bring all W-2s and 1099s.
- 4) If you sold any stocks, bring in all information, including date and price of purchase and sale.
- 5) Social Security numbers are required for all children (dependents).
- 6) Fill out the following:

YOUR CURRENT ADDRESS:

Street Address

City, State, and Zip Code

Home: _____ Work: _____ Cell: _____

Phone Numbers

Email Address

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FOR OFFICE USE ONLY:

ESTIMATED FED. REFUNDS _____ ESTIMATED STATE REFUNDS _____

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