

Name _____ Phone Number _____ Year _____

THIS WORKSHEET IS PROVIDED FOR YOUR CONVENIENCE, TO HELP YOU ORGANIZE EXPENSES FOR THE FOLLOWING:

AUTO FOR BUSINESS

OFFICE-IN-HOME

CHILD CARE

****AUTO EXPENSES****

MAKE OF CAR/TRUCK _____
DATE OF PURCHASE _____
PURCHASE PRICE _____
TOTAL MILES DRIVEN FOR YEAR _____
BUSINESS MILES DRIVEN IN YEAR _____
**(COMMUTING TO AND FROM YOUR PRINCIPLE
JOB LOCATION IS NOT BUSINESS MILEAGE)**
TOLLS FOR BUSINESS _____
PARKING FOR
BUSINESS _____
TOTALS FOR FOLLOWING:
GAS _____
REPAIRS _____
INSURANCE _____
INTEREST ON LOAN _____
RENTALS _____
LEASE
PAYMENTS _____
TOOLS AND
SUPPLIES _____
OTHER: _____

****CHILD CARE****

NAME OF PROVIDER: BABY SITTER, NURSERY,
SUMMER CAMP, etc.
#1 NAME _____
ADDRESS _____
SCHOOL ID#/SOCIAL SECURITY# _____
AMOUNT PAID _____

#2 NAME _____
ADDRESS _____
SCHOOL ID#/SOCIAL SECURITY# _____
AMOUNT PAID _____

#3 NAME _____
ADDRESS _____
SCHOOL ID#/SOCIAL SECURITY# _____
AMOUNT PAID _____

WAS BABY SITTER IN YOUR HOME YES ___ NO ___
IF YES, WE NEED THE PAYROLL INFORMATION

****HOME EXPENSES****

WHICH DO YOU HAVE:
HOUSE, COOP, CONDO, OR RENTAL? _____

TOTAL AREA (SQ FT) OF
HOUSE/APARTMENT _____

TOTAL AREA (SQ FT) OF OFFICE SPACE _____

TOTAL MAINTENANCE PAID ON CONDO OR
COOP _____
BANK MORTGAGE INTEREST _____
REAL ESTATE TAXES _____
RENT ON APARTMENT _____
INSURANCE _____
ELECTRICITY _____
GAS **(FOR HEAT ONLY)** _____
REPAIRS: WHOLE HOUSE e.g.: GARDENING TOOLS,
ROOF, PAINTING, PLUMBING, HEAT, etc.

REPAIRS: EXCLUSIVE TO OFFICE AREA e.g.: SHELVING,
BUILT INS, SOUND PROOFING, etc.

**REPAIRS: EXCLUSIVE TO NON OFFICE AREA (THESE ARE
NOT DEDUCTIBLE, BUT YOU SHOULD KEEP RECORDS)**
e.g.: BATHROOM, KITCHEN, BEDROOM, etc.

NOTES/QUESTIONS:

Name _____

Year _____

IMPORTANT QUESTIONS PLEASE ANSWER

1. DID YOUR ADDRESS OR PHONE NUMBER CHANGE: YES___ NO___

2. DID YOUR MARITAL STATUS CHANGE DURING THE YEAR: YES___ NO___

3. WHAT IS YOUR E-MAIL _____

4. ANY FOREIGN ACCOUNTS, YOURS OR EVEN JUST SIGNATURE AUTHORITY: YES___ NO___

5. IF YES, IS TOTAL OF ALL ACCOUNTS GREATER THAN:
\$10,000 YES___ NO___ \$50,000 YES___ NO___

6. ANY FOREIGN COMPANIES, INSURANCE, GIFTS,
PENSION, RENTAL INCOME, INHERITANCE YES___ NO___

7. DID YOU HAVE A HOUSEHOLD EMPLOYEE: YES___ NO___

8. ANY GIFTS TO ONE PERSON GREATER THAN \$ 14,000: YES___ NO___

DON'T FORGET ABOUT INCOME FROM ALL SOURCES:

- W-2 INCOME
- FEES, ROYALTIES, SALES INCOME
- DIVIDENDS AND INTEREST INCOME
- RENTAL INCOME
- COLLEGE SAVINGS PLAN WITHDRAWALS
- PENSION AND IRA WITHDRAWALS
- ALIMONY
- STOCK SALES, OTHER SALES
- SOCIAL SECURITY INCOME
- ANY OTHER INCOME THAT MAY APPLY

EXPENSE GUIDE

This list is just a guide. Some expenses may not apply to you or you may have others that are not listed here. Please feel free to arrange your categories any way you wish. Keep in mind that to a point, the more categories the better. Avoid using "miscellaneous" or "petty cash" as categories.

MEDICAL

Doctors, dentists, nurses, etc.
Psychiatrists, psychologists, therapists, chiropractors
Acupuncture, Christian Science Practitioner.
Travel to doctors or clinics
Health insurance premiums, Long Term Care insurance
Prescriptions, glasses, contacts and solutions, prosthesis
Crutches other aids with or without a prescription.
The cost of an addition to a house for medical purposes.
In general anything that affects a function of your body or your mind.
But not electrolysis, elective cosmetic surgery, teeth whitening, or over the counter meds and vitamins
Don't count costs that insurance paid for.

TAXES:

State and local income taxes
Real Estate Tax for your house and any property
Personal Property Taxes
Sales Tax on cars, boats, Motor Homes
Sales tax on very expensive jewelry or art work would be interesting to know.

INTEREST

Home mortgage, equity line of credit, 2nd mortgage
Points on mortgage
Vacation home mortgage
Business and investment loan interest
Car loans if car is used for business
Student loan interest
Not credit card interest unless card was 100% dedicated to business expenses.

CHARITY

Money given, fair value of property given.
Dues, memberships
Expenses in connection with volunteer work, transportation, car mileage
Cars donated need letters and form 1098C
All donations need receipts or cancelled checks
All donations \$250 and over need a letter from the charity
What you spend - but not the value of your time.

MOVING

At least 50 miles from old home for the sake of a new job or business.
Professional movers, hotels on the way.
Car use, truck rental, air fares, packing supplies
But not temporary living arrangements or agent's fees.

BUSINESS EXPENSES

Advertising, accounting
Office cleaning, décor, improvements
Office rent, telephone, cell phone
Photography, printing, blue printing
Postage, Fed EX, UPS
Business gifts/tips
Books, magazines
Bank charges
Classes, seminars, special training, workshops
Fees paid - bring copies 1099s and list
Rehearsal studio, recording studio
Salaries paid – bring copies of W-2s and NYS 45s
Truck expenses, hired trucking
Art, model, photo supplies, lab work
Auto Expenses **Please use worksheet**
Answering machine, voicemail
Coaching and accompanists
Directories and guides
Restaurants for meetings
Equipment, repairs, business furnishings
Computer equipment, supplies, repairs, software
HOME OFFICE **Please use worksheet**
Insurance: liability, malpractice, employee health, worker's comp, disability
Out of town deductions **Please Use Worksheet**
Union dues, membership fees, prof. organizations
Local fares, cabs, trains
Commissions, fee splits
Payroll service fees
Sheet music, records, tapes, CDs, DVDs, downloads
Show tickets for research, tickets for agents
Substitute fees, swings
On line service, cable
Tools
Legal fees: business/employment or other taxable recovery
Inventory
Demo tapes, Demo CD, Studio time
Trade journals
Uniforms, costumes
Manager and publicist fees
Website design and hosting
Office supplies, business supplies, practice supplies
Props
Professional license fees
Anything else you used for your job or business.

INVESTMENT SERVICES, FEES, RESEARCH