

# Philadelphia Tax Prep for Artists

## SELF-EMPLOYED BUSINESS INCOME & EXPENSES

### INCOME

Total taxable business income from cash, check, Venmo, Zelle, Paypal, etc: \_\_\_\_\_

Total taxable business income **reported to you on 1099 forms:** \_\_\_\_\_

*Philly clients who earn income outside of Philly, please visit [www.phillytaxprepforartists.com/birt-division-of-income](http://www.phillytaxprepforartists.com/birt-division-of-income) for info about BIRT income division.*

### EXPENSES

*Please give total, not itemized, amount for each category of expenses.*

*Deductible business expenses are direct expenses that were not reimbursed.*

Advertising (cards, headshots, mailings, email marketing) \_\_\_\_\_

Commissions and Fees (credit card fees, transaction fees, application fees) \_\_\_\_\_

Contract labor \_\_\_\_\_ \*did you issue 1099s for anyone who was paid \$600 or more? Y or N

Insurance (business, liability - not health) \_\_\_\_\_

Legal and professional services (last year's tax prep, bookkeepers, lawyers) \_\_\_\_\_

Office expenses (website design and hosting, software and apps, cloud storage, office supplies, internet) \_\_\_\_\_

Rented equipment \_\_\_\_\_

Rented space (rehearsal and performance space, studio) \_\_\_\_\_

Supplies (art supplies, sets, props, costumes) \_\_\_\_\_

Taxes and licenses (business taxes, business licenses) \_\_\_\_\_

Telephone - total for the year \_\_\_\_\_ Percentage used for business \_\_\_\_\_%

Business gifts (maximum \$25 per recipient) \_\_\_\_\_

Research (books, scripts) \_\_\_\_\_

Continuing education (classes to maintain/enhance skills) \_\_\_\_\_

Professional development (tickets, memberships, residency fees, subscriptions) \_\_\_\_\_

Union dues \_\_\_\_\_

### TRAVEL AND MEALS

Local transportation (public transportation, bike, taxi, rideshare) \_\_\_\_\_

Out-of-town travel (plane, bus, train, rental car) \_\_\_\_\_

Out-of-town lodging \_\_\_\_\_

In-town meals (business related, eaten with another person) \_\_\_\_\_

Per diem (go to [www.gsa.gov](http://www.gsa.gov) to calculate per diem for overnight out-of-town meals and incidentals or list number of travel days and the municipality and state visited) \_\_\_\_\_

## HOME OFFICE

If you have roommates, please use your portion of the square footage and costs.

Total square footage of home used *regularly and exclusively* for business \_\_\_\_\_

Total square footage of whole home \_\_\_\_\_

Homeowners or renters insurance \_\_\_\_\_

Repairs and maintenance for whole home \_\_\_\_\_

Repairs and maintenance exclusively for home office (if any) \_\_\_\_\_

Total utilities (gas, water, electric - not internet) for whole home \_\_\_\_\_

If renter, total rent for year \_\_\_\_\_

If homeowner, mortgage interest \_\_\_\_\_ property tax \_\_\_\_\_

### ***For homeowners who have not provided this info previously:***

Purchase price of house \_\_\_\_\_ Date of purchase \_\_\_\_\_

Land value at time of purchase (from property assessment or closing statement or property tax bill) \_\_\_\_\_

If in Philadelphia, check [property.phila.gov](http://property.phila.gov) for your assessment.

Total cost of capital improvements to your home (renovation, remodeling) \_\_\_\_\_

Date(s) improvements made \_\_\_\_\_

Year first used as a home office \_\_\_\_\_

## CAR EXPENSES

Make/model \_\_\_\_\_

Total miles driven in year \_\_\_\_\_

Total miles driven for business in year (do not include commuting to a W2 job)

\_\_\_\_\_ Parking and tolls \_\_\_\_\_

Interest on car loan (business % will be calculated) \_\_\_\_\_

## DEPRECIABLE EXPENSES

(non-consumable items such as computers and equipment purchased in this tax year)

What was it? \_\_\_\_\_

Date purchased \_\_\_\_\_

Cost \_\_\_\_\_

## OTHER "ordinary and necessary" EXPENSES