

Philadelphia Tax Prep for Artists

SELF-EMPLOYED BUSINESS INCOME & EXPENSES

INCOME

Total taxable business income from 1099s, 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 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 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 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