

UNREIMBURSED SELF-EMPLOYED BUSINESS EXPENSES

INCOME **NOT** REPORTED ON A 1099 (total, not itemized) _____

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? _____

Insurance (other than health - business, liability, etc) _____

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

Office and computer expenses (website design and hosting, software and apps, cloud storage, office supplies, postage, internet) _____

Rented space (rehearsal/performance/studio/gallery/office) _____

Rented equipment _____

Supplies (art supplies, sets, props, costumes) _____

Taxes and licenses (City of Philadelphia NPT/BIRT, business licenses) _____

Telephone (business use - may be a % of total cost) _____

Research (books, scripts, etc) _____

Business gifts (maximum \$25 per recipient) _____

Continuing education (classes to maintain/enhance skills) _____

Hair/Makeup (job-related) _____

Professional development (tickets, memberships, residency fees, subscriptions) _____

Union dues _____

TRAVEL AND MEALS

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

Per Diem (go to www.gsa.gov to calculate per diem for out-of-town meals and incidentals, or list number of travel days and the municipality and state visited) _____

Out-of-town travel (plane, bus, train, rental car - not your own car) _____

Out-of-town lodging _____

Local travel (public transportation, bike, taxi, Lyft) _____

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 _____

Total utilities for whole home _____

Repairs and maintenance for whole home _____

Repairs and maintenance exclusively for home office (if any) _____

Homeowners or renters insurance _____

If renter, total rent for year _____

If homeowner, mortgage interest _____ property tax _____

Home office depreciation: (for homeowners who have not provided this info before) The following information will allow us to calculate the basis of your house's value in order to take a depreciation deduction for your home office.

Purchase price of house _____

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) _____

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 _____

DEPRECIABLE EXPENSES (purchases over \$500 - computers, equipment, etc)

What was it? _____

Date purchased _____

Cost _____

OTHER "ordinary and necessary" EXPENSES