

Name \_\_\_\_\_ Last Four Digits SS# \*\*\* - \*\* -

## ACTOR / MODEL WORKSHEET

PHOTOGRAPHY & PUBLICITY EXPENSE– bus. cards, publicity photos, resumés		
PROFESSIONAL SERVICES– sub contract labor, assistants		
INTEREST– paid on business expenses		
FEES– legal and accounting fees		
POSTAGE– fax, Xerox, FedEx, messengers		
COACHING– classes, seminars, workshops, lessons		
REPAIRS– instrument and equipment repair		
OFFICE SUPPLIES– stationery, batteries, etc.		
ART SUPPLIES– raw stock, canvas, paints, etc		
TRAVEL– airfare, hotels, cabs, hotel		
MEALS & ENTERTAINMENT– business meals, food on location		
PHONE– used for business, answering service, cell, v-mail		
TRADE PUBLICATIONS–industry mags, books		
REVIEW OF PLAYS– films, concerts, DVD rentals		
GIFTS– promotional, client		
FILM– film processing		
TAPE DUPLICATION– demo reel		
RESEARCH– films, concerts, video rentals		
CABLE TV		
COMMISSIONS– agents, manager, business manager		
DUES & FEES– union fees, online fees		
PARKING		
WEEKS ON LOCATION		
MEDICAL– doctor, dentist, optometry		
MEDICAL INSURANCE		
MORTGAGE INTEREST		
REAL ESTATE TAX		
CHARITY– cash, check		
CHARITY– other		
<b>VEHICLE EXPENSE:</b>	<b>VEHICLE 1</b>	<b>VEHICLE 2</b>
Year vehicle was acquired		
Total Miles		
Business Miles		
Appox. miles per gallon		
Cost of insurance		
Repairs, tires, tune-ups		
Lease expense		
Vehicle Registration/DMV		

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**BUSINESS EQUIPMENT PURCHASED DURING THE YEAR:**

Date Purchased (mm/dd/yyyy)	Description	Cost

**CHECK LIST:**

- Make sure all names are exactly as they appear on the Social Security cards.
- Subtotal all your receipts and write the totals in the appropriate categories.
- Bring all W-2s and 1099s with you.
- If you sold any stocks, bring in all information, including date and price of purchase and sale.
- Make sure Social Security numbers are included for all children (dependents).
- Fill out the following:

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

email: \_\_\_\_\_

for more info: [sendforms@hnrclark.com](mailto:sendforms@hnrclark.com)

or save, print and fax to: **818.848.5832**

## **H.N.R. CLARK**

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ESTIMATED FED REFUND \_\_\_\_\_ ESTIMATED STATE REFUND \_\_\_\_\_