westside income tax & business services
We do what you should so you can do what you want to.
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Actors, Directors, & other Performing Artists

Continuing Education

Coaching & Lessons Expense	
Dance Training	
Music - Arrangements	
Tapes, CDs, & Recordings	
Training	
Rents - Rehearsal Hall	
Tickets - Performance Audit	
Voice Training	
Other: _____	

Promotional Expenses

Audition Tapes, Videos & DVDs	
Business Cards	
Film & Processing	
Mailing Supplies - Envelopes, etc.	
Photos - Professional	
Website Development & Hosting	
Resume' and Portfolio Expenses	
Other:_____	

Supplies & Expenses

Alterations/Repairs (costumes)	
Cleaning (costume/wardrobe)	
Costumes - Wardrobe (special)	
Dues - Union & Professional	
Gifts - Business ($25.00 maximum per person per year)	
Insurance - Equipment	
Interest - Business Loans	
Makeup - Cosmetics (special business)	
Manicure - (special for hand inserts)	
Meals - Business (enter 100% of cost)	
Photocopy - Scripts, etc.	
Postage & Office Supplies	
Props, Stunt Supplies	
Publications - Trade	
Rents - Office, Storage, etc.	
Rents - Equipment, Costumes, etc.	
Repairs - Equipment	
Secretarial & Bookkeeping	
Commissions - Agent/Manager	
Other: _____	

Auto Travel (In miles)

Audition Travel	
Business Meetings	
Continuing Education	
Job seeking	
Out-Of-Town Business Trips	
Purchasing Job Supplies & Materials	
Professional Society Meetings	
Parking Fees & Tolls ($)	
Other:_____	

Travel - Out of Town

Airfare	
Car Rental	
Parking	
Taxi, Train, Bus & Subway	
Lodging (do not combine with meals)	
Apartment Rent (jobs lasting less than 1 year)	
Meals (do not combine with lodging)	
Laundry and Porter	
Bridge & Highway Tolls	
Telephone Calls (including home)	
Other:_____	

Telephone Costs

Cellular Calls	
FAX Transmissions	
On-Line Services	
Paging Service	
Pay Phone	
Toll Calls	
Other:_____	

Equipment Purchases

Answering Machine	
Personal Digital Assistants (PDAs)	
Audio Systems	
Musical Instruments	
Pager and Recorder	
Camera & Video Equipment	
Speaker Systems	
Computers, Software & Printers	
Office Furniture	
Other: _____	