

Your Name:	Business Name:	EIN:
-------------------	-----------------------	-------------

■ VISUAL ARTS EXPENSES

Instructions: DOLLARS ONLY, NO CENTS. Note: Employee expenses are no longer deductible at the federal level but maybe deductible at the state level.

EXPENSE CATEGORY	BIZ	EMPL	EXPENSE CATEGORY	BIZ	EMPL
Advertising and Promotion:			Supplies, other than office		
Website Expenses			Materials		
Photography/Documentation			Framing		
Commissions and fees:					
Bank charges on business accounts			Business Taxes and licenses		
Dues and professional memberships			Travel: use separate worksheet		
Entry fees			Meals and entertainment with clear business purpose		
Contract labor (See Independent Contractor paragraph, below)			Utilities for office/studio (not home)		
Insurance for business (not health)			Wages paid with tax withheld		
Interest on business loans			Other Expenses		
Professional services			Business gifts limited to \$25 per recipient		
Legal fees incurred for business			Education to further career		
Accounting fees			Lab fees, film processing and duplication		
Office supplies, stationery:			Research:		
Copies and printing			Admissions, professional viewing		
Internet access – Report the business % of the total cost			Audio recordings used in work		
Messengers, delivery services			Books and other research material		
Postage			Trade publications		
Software/Subscriptions			Video rentals for research		
Shipping and freight			Telephone: Cell – Business percentage Report the business % of the total cost		
Rent:100% business only, not home. (See Home Office Organizer to report those expenses.)			Transportation: local, non-commuting, job to job or job search		
Studio			Video/Film production		
Equipment			Video/Film duplication		
Storage					
Repairs and maintenance					
			Did you make payments for which you are required to issue 1099's?	Yes	No
			If so, did you issue 1099's?	Yes	No

INDEPENDENT CONTRACTORS *Provide name, address, Soc. Sec. number and amount paid to each person you paid more than \$600 in 2021 for business services. We will generate forms 1099's and associated paperwork for these independent contractors. Should be mailed to contractors by Jan. 31, 2022.*

EQUIPMENT *On a separate sheet, list equipment purchased during tax year. Include a description ("computer"), date purchased and total price including tax, shipping, etc. Items under \$300 or with a useful life of less than one year can be bundled together and included above under "Supplies."*