

# ADVANCED BUSINESS CONSULTANTS

## Tax Organizer for Entertainment Industry for Year \_\_\_\_\_

INCOME				Total: \$	
Income reported on 1099's	\$	Income not reported on W-2's or 1099's	\$	Royalties	\$
Income W-2 Box (#1)	\$	Income W-2 (#2)	\$	Income W-2 (#3)	\$
Federal Tax Withheld W-2 (#1)	\$	Federal Tax Withheld W-2 (#2)	\$	Federal Tax Withheld W-2 (#3)	\$
ESTIMATED TAX PAYMENTS (if the 15th falls on a weekend the due date is the following Monday)				Total: \$	
On or before April 15	\$	On or before June 15	\$	On or before September 15	\$
				On or before January (next year)	\$
PER DIEM (does not count as income but is used to offset per diem deductions on Schedule C or Employee Business Expenses)				Total: \$	
Per diem received from W-2 jobs	\$	Per diem received from 1099, self-employed, & cash jobs	\$	Total days on the road for year and/or total paid venues	days
ADVERTISING				Total: \$	
Publications Ads	\$	FedEx/Kinko's, Printers, etc...	\$	Demo costs	\$
Film	\$	Pictures/Film Developing	\$	Sign, Flyers	\$
Business cards	\$	FedEx, UPS, USPS, etc...	\$	Websites/Domain Name fees	\$
VEHICLE EXPENSES				Total: \$	
Total miles driven	miles	Commuting miles	miles	Business miles	miles
Parking fees	\$	Tolls	\$	Valet parking fees	\$
COMMISSIONS & FEES				Total: \$	
Agency commissions	\$	Warehouse membership(s)	\$	Management fees	\$
SUB-CONTRACTOR LABOR				Total: \$	
Subs	\$	Band members	\$	Drivers/Hired help	\$
Producer/Audio engineer	\$	Roadies/Techs	\$	Cartage	\$
INSTRUMENTS / COMPUTERS / EQUIPMENT				Total: \$	
Instruments	\$	Amplifiers / Cabinets	\$	Computers & related equipment	\$
Office equipment	\$	Stereo/HiFi equipment	\$	iPad/Electronic organizers	\$
Ear monitors	\$	Road & Instrument cases	\$	Line 6/Rack processing gear	\$
Live sound equipment	\$	Studio equipment & Monitors	\$	Major computer software	\$
Higher end microphones	\$	PA speaker cabinets/monitors	\$	MiniDisc/DAT recorders	\$
Drums & Percussion	\$	Keyboards	\$	Camera for business use	\$
XM <sup>®</sup> /Sirius <sup>®</sup> Receiver	\$	Cymbals	\$	Drum cases	\$
Drum machine	\$	Portable DVD player	\$	iPod/MP3 player	\$
INSURANCE				Total: \$	
Insurance on gear	\$	Self-employed health insurance	\$	Business property insurance, etc.	\$
TAXES & LICENSES				Total: \$	
Union dues	\$	Business Licenses	\$		
Copyright fees	\$	ASCAP/BMI licensing fees	\$		
LEGAL & PROFESSIONAL				Total: \$	
Prior year tax preparation	\$	Recording services	\$	Bank fees (when travelling)	\$
Business bank account fees	\$	Hair/Makeup	\$	Manicures for classical guitar	\$
Dry cleaning	\$	Passport fees	\$	Legal fees	\$
Private lessons	\$	Professional website design	\$	Gym/Fitness fees	\$
OFFICE EXPENSE				Total: \$	
Pens/Pencils/Sharpener	\$	Fax/Copier/Printer paper	\$	Printer cartridges	\$
Calendar	\$	Ledger paper	\$	Blank/Typewriter paper	\$
Memo pads/Notebooks	\$	Envelopes	\$	Staplers/Scissors	\$
Minor office equipment	\$	Packing materials	\$	Tape	\$

## Tax Organizer for Entertainment Industry

RENTAL				Total: \$	
Office/Studio space	\$	Equipment trucks	\$	Car rentals	\$
Tuxedos/Formal wear	\$	Rehearsal hall	\$	Studio time	\$
NAMM Booth rental	\$	Music video/DVD rentals	\$	Storage locker/space	\$
PO Box rental	\$	Equipment/Backline rental	\$	Instrument Rental	\$

TRAVEL				Total: \$	
Hotel	\$	Airplane flights	\$	Taxis/Limos (with tips)	\$
Bus/Monorail	\$	Subway	\$	Trains	\$

MEALS & ENTERTAINMENT				Total: \$	
Days out of town to work	\$	In town business meals	\$		
Tips	\$	Entertainment	\$		

BUSINESS USE OF HOME				Total: \$	
Sq. footage of home used for storage of inventory/equipment	_____ Sq ft.	Sq. footage of home used only for business or office	_____ Sq ft.	Total footage of home	_____ Sq ft.
Price paid for home minus cost of land	\$	Date home was first used for Business (month/year)	/	Rent paid (if renting)	\$
Mortgage interest paid	\$	Real estate taxes paid	\$	Repairs	\$
Homeowner's insurance	\$	Electric/Water/Sewer/Gas, etc..	\$	Renovations	\$

PHONE / INTERNET / WIRELESS / UTILITIES				Total: \$	
Business phone line	\$	Fax line	\$	Business long distance calls	\$
Calling cards	\$	Toll free 800 lines	\$	Internet monthly fees	\$
Cell phone charges	\$	Pager services	\$	Hotel long distance	\$
Calls to home for messages	\$	Caller ID	\$	Touchstone	\$
Extras on basic phone service	\$	Cable	\$	DCS/Satellite	\$
Fax charges	\$	XM®/Sirius® subscription	\$	Business Apps	\$

SUPPLIES (GENERAL)				Subtotal: \$	
Address book/Day runner	\$	Batteries	\$	Blank cassettes	\$
Blank CDR's/DVD's	\$	Blank DAT's/Recording media	\$	Blank video cassettes	\$
Blank diskettes	\$	Briefcase	\$	Business gifts (max \$25 each)	\$
Business books	\$	Carrying bags	\$	Cords/Cables/Connectors/AC	\$
CD/Cassettes/LP's	\$	Computer software (minor)	\$	Computer parts (small)	\$
Duct tape/Stage tape	\$	Electric fans	\$	Fake books & Sheet music	\$
Film	\$	Footrest	\$	Headphones	\$
Instructional tapes/video	\$	Instrument case dehumidifiers	\$	iTunes®/Music downloads	\$
Light bulbs for stand/gear	\$	Luggage	\$	Magazine subscriptions	\$
Maps	\$	Metronomes	\$	MIDI cables	\$
Music/Instructional books, vids	\$	Music folders	\$	Music stands	\$
Parts	\$	Performance chair/stand	\$	Polish/Polish cloth	\$
Reading light	\$	Repair parts	\$	Small cases	\$
Small stage props	\$	Staff paper/Writing paper	\$	Stage clothes/costumes	\$
Stage makeup	\$	Strings	\$	Tools	\$
Tour bus supplies	\$	Travel alarm clock	\$	Tuners	\$
Wheels & Cartage equipment	\$		\$		\$

SUPPLIES (SYMPHONY)				Subtotal: \$	
Batons	\$	Bow hair	\$	Instrument pads	\$
Instrument polish	\$	Mouthpieces	\$	Neck straps	\$
Polishing cloths	\$	Reeds	\$	Rosin	\$
Slide/Valve oil	\$	Stand light	\$	Strings	\$

SUPPLIES (PERCUSSION)				Subtotal: \$	
Cymbal polish	\$	Cymbal wing nuts	\$	Drum heads	\$
Drum keys	\$	Drum pedals	\$	Drum polish	\$
Head phones/Ear buds	\$	Mallets	\$	Metronomes	\$
Replacement hardware	\$	Small percussion	\$	Stands	\$
Sticks	\$		\$		\$

# Tax Organizer for Entertainment Industry

SUPPLIES (GUITARS)				Subtotal: \$	
1/4" Cables	\$	1/4" Jacks	\$	Amp stands	\$
Batteries	\$	Capos	\$	Gig bags	\$
Guitar parts	\$	Guitar stands	\$	Guitar straps	\$
Hardware	\$	Knobs	\$	Picks	\$
Pickups	\$	Polish/Polish cloths	\$	Rack bags	\$
Raw speakers	\$	Speaker cables	\$	Stomp boxes & pedals	\$
String cutters/tools	\$	String winders	\$	Strings	\$
Tubes	\$	Tuners	\$	Volume/Tone pots	\$
SUPPLIES (KEYBOARD/PIANO)				Subtotal: \$	
1/4" Cables	\$	MIDI cables	\$	Piano/Keyboard parts	\$
Piano bench/stool	\$	Piano polish	\$	Piano tuning tools	\$
Software	\$	Sound cards	\$	Stands	\$
Tip jar	\$	Volume/Sustain pedals	\$		\$
SUPPLIES (IMPERSONATORS/SINGERS/DANCERS)				Subtotal: \$	
Costumes	\$	Entertainer's secret	\$	Microphones	\$
Microphone stands	\$	Shoes	\$	Stage makeup	\$
Stage props	\$	Wigs	\$		\$
SUPPLIES (AUDIO/LIGHTING TECHS/STAGEHANDS)				Subtotal: \$	
1/4" Cables	\$	Batteries	\$	Blank recording media	\$
Cable tester	\$	Cable ties	\$	Carabiners	\$
CD's	\$	CD/Tape deck	\$	Cheap microphones	\$
Cleaning fluids & materials	\$	Cleaning Q-tips/Cotton balls	\$	Direct boxes	\$
Extension cords	\$	Eye/Ear protectors	\$	Floodlights	\$
Fog juice	\$	Headphones	\$	Light gels	\$
Lights	\$	Mic cables	\$	Mic shock mounts	\$
Mic stands	\$	Notebooks/Notepads	\$	Ohm meter	\$
Pocket knife	\$	Pyro	\$	Raw Cable/Connectors	\$
Razor blades	\$	Road case stencil	\$	Sharpies	\$
Snake	\$	Solder gun/Solder/Accessories	\$	Sound reference materials	\$
Speaker cables	\$	Speakon/Neutrik connectors	\$	SPL meter	\$
Steel toe boots/shoes	\$	Tape machine cleaning supplies	\$	Windscreens	\$

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