

<u>Donnie Castleman, EA</u> <i>Tax Professional, Enrolled Agent Nevada Registered Agent Since 1994 Enrolled to represent taxpayers before the Internal Revenue Service</i>	<h2 style="margin: 0;"><u>Entertainment Industry Tax Organizer</u></h2>	www.DonnieCastleman.com CastlemanTax@gmail.com (702) 743-2277 Office (702) 852-1101 /Fax 1055 College Heights Ct Henderson NV 89002
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Name(s): _____ **Contact Phone #:** _____

Email Address: _____ **Filing/Marital Status:** _____

Mailing Address: _____ **City, State, Zip:** _____ **State of Residence** _____

INCOME

Music Income Reported on 1099's	\$	Music Income not Reported on W-2's or 1099's	\$	Royalties	\$
Music Income W-2 Box (#1)	\$	Music Income W-2 (#2)	\$	Music 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 generally the following Monday) **Total \$**

On or before April 15	\$	On or before June 15	\$	On or before September 15	\$	On or before January 15 of the next year	\$
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ADVERTISING/PUBLICITY **Total \$**

Publication Ads	\$	Kinko's, Copying, Etc.	\$	Demo Costs	\$
Film	\$	Pictures/Film Developing	\$	Signs, Flyers	\$
Business Cards	\$	Fed Ex, UPS, USPS	\$	Website/Domain Name Reg.	\$

VEHICLE EXPENSES (Please keep a log of your miles for proof of deduction)

Total Miles Driven		Commuting Miles*		Business Miles**	
Parking Fees	\$	Tolls	\$	Valet	\$

**Miles to your regular employment, be it a bus lot or venue. **Temporary worksites (jobs lasting less than a year), business related mileage and out of town mileage.*

COMMISSIONS AND FEES **Total \$**

Agency Commissions*	\$	Memberships (portion)	\$	Management Fees*	\$
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**Generally, anyone that worked for you that made \$600 or more MUST now be issued a 1099.*

SUB-CONTRACT LABOR **Total \$**

Subs*	\$	Band Members*	\$	Drivers/Hired Help*	\$
Producer/Audio Engineers*	\$	Roadies/Techs*	\$	Cartage	\$

**Generally, anyone that worked for you that made \$600 or more MUST now be issued a 1099.*

INSTRUMENTS, COMPUTERS, EQUIPMENT **Total \$**

Instruments	\$	Amplifiers / Cabinets	\$	Computers & related Equipment*	\$
Office Equipment	\$	Stereo/HiFi Equipment	\$	IPhone / Android Phone*	\$
Ear Monitors	\$	Road & Instrument Cases	\$	Rack Processing Gear	\$
Live Sound Equipment	\$	Studio Equipment & Monitors	\$	Computer Software	\$
Microphones	\$	PA Speaker Cabinets/Monitors	\$	MiniDisc/DAT Recorders	\$
Drums & Percussion	\$	Keyboards	\$	Camera*	\$
XM/Sirius Receiver	\$	Cymbals	\$	Drum Cases	\$
Drum Machine	\$	Portable Players and Recorders	\$	IPod/MP3 Player	\$

**deductible amount based on % of business usage*

INSURANCE

Insurance On Gear	\$	Self-Employed Health Ins	\$	Business Property Ins., Other	
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TAXES AND LICENSES **Total \$**

Union Dues	\$	Business Licenses	\$	ASCAP/BMI Licensing Fees	\$
Copyright Fees	\$	Other	\$	Other	\$

LEGAL AND PROFESSIONAL **Total \$**

Prior Year Tax Preparation	\$	Recording Services	\$	Bank Fees when Traveling	\$
Business Bank Account Fees	\$	Hair/Make-Up*	\$	Manicures for Classical Guitarists	\$
Dry Cleaning	\$	Passport Fees	\$	Legal Fees	\$
Private Lessons	\$	Professional Website Design	\$	NO ON GYM FEES!!**	\$
Credit Card Fees	\$	Education	\$		

**Professional-grade stage makeup only, general makeup such as Cover-girl and Avon too personal to deduct.*

*** Must be condition of employment and documented in a contract to be a member of a gym to be deductible. I have yet to see it.*

OFFICE EXPENSE				Total \$	
Pens/Pencils/Sharpies	\$	Fax/Computer Paper	\$	Ink Cartridges	\$
Calendar	\$	Ledger Paper	\$	Blank/Typewriter Paper	\$
Memo Pads / Notebooks	\$	Envelopes	\$	Staplers/Scissors etc.	\$
Minor Office Equipment	\$	Packing Materials	\$	Tape	\$
RENTAL				Total \$	
Office/Studio Space	\$	Equipment Trucks	\$	Car Rentals	\$
Tuxedos/Formalwear	\$	Rehearsal Hall	\$	Studio Time	\$
NAMM Booth Rental	\$	Music Video/DVD Rentals	\$	Storage Locker/Space	\$
P.O. Box Rental	\$	Equipment/Backline Rental	\$	Instrument Rental	\$
REPAIRS				Total \$	
Instrument Repairs	\$	Gear Repairs	\$	Office Equipment Repairs	\$
Computer Repairs	\$	Electronic Repairs	\$		\$
TRAVEL*				Total \$	
Hotel	\$	Flights	\$	Taxi (with tips)	\$
Bus/Monorail	\$	Subway	\$	Train	\$
Uber	\$	Lyft	\$	Baggage Fees	\$
*Travel receipts are not enough! You MUST also keep a daily journal detailing purpose of business travel expenses.					
BUSINESS MEALS/TIPS/GRATUITIES*				Total \$	
Tips	\$	In-Town Business Meals	\$	Gratuities	
	\$	Per Diem Received from 1099, & Cash Jobs	\$	Total Days on the Road for Year For Self employment income only	_____days
*actual receipts and a daily journal detailing business meals are needed for proof of deductions. Per diem received does not count as income but offsets amount deducted.					
BUSINESS USE OF HOME					
Square Footage of Home Used For Storage of Inventory or Equipment	_____Sq ft	Square Footage of Home Used Exclusively For Business Or Office	_____ Sq ft	Total Square Footage of Home	_____ Sq ft
Price Paid For Home Minus Cost Of Land	\$	Date Home Was First Used For Business Month/Year	/	Rent Paid	\$
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*	\$
Cell Phone Charges*	\$	Fax Line and Fees	\$	Hotel Long Distance	\$
Extras On Basic Phone Service*	\$	Cable (percentage bus use)	\$	DCS/Satellite*	\$
Fax Charges	\$	Sirius/XM Radio Subscription*	\$		\$
*A reasonable (usually 50%) business percentage is allowable.					
SUPPLIES				Total \$	
General:				Subtotal \$	
Address Book/Day Runner	\$	Batteries	\$	Blank Cassettes	\$
Blank CDR's/DVD's	\$	Blank Videocassettes	\$	Blank DAT's/Recording Media	\$
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)	\$
Small Stage Props	\$	Duct Tape/Stage Tape	\$	Electric Fans	\$
Fake Books & Sheet Music	\$	Film	\$	Footrest	\$
Headphones	\$	Instructional tapes/videos	\$	Instrument Case Dehumidifiers	\$
Luggage	\$	Light bulbs for stand/gear	\$	MIDI Cables	\$
Music/Instructional books/videos	\$	Music Folders	\$	Music Stand	\$
Magazine Subscriptions	\$	Metronome	\$	Maps	\$
Parts	\$	Polish/Polish Cloths	\$	Performance Chair/Stand	\$
Reading Light	\$	Repair Parts	\$	STAGE Makeup	\$
Small Cases	\$	STAGE Clothes/Formalwear*	\$	Strings	\$
Tools	\$	Tour Bus Supplies	\$	Travel Alarm Clock	\$
Tuners	\$	Wheels and Cartage Equipment	\$	Staff Paper/Writing Paper	\$
I-Tunes/Music Downloads	\$	Music Downloads	\$	Subscriptions	\$
*For clothing/costuming to be deductible, it must be required formalwear, uniform, or be so outrageous/fragile that you would NEVER wear it in public, regardless of taste.					

Downloads and Subscriptions					
Research	\$	Concerts	\$	Shows	\$
Apple Music	\$	Amazon Music	\$	Spotify	\$
Dropbox	\$	Google Drive	\$	Subscriptions	\$
Apps	\$	Photo and Video Subscriptions	\$	Adobe	\$
Other	\$	Other	\$	Other	\$
Symphony:					Subtotal \$
Batons	\$	Bow Hair	\$	Instrument Pads	\$
Instrument Polish	\$	Mouthpieces	\$	Polishing Cloths	\$
Reeds	\$	Rosin	\$	Stand Light	\$
Strings	\$	Slide/Valve Oil	\$	Neck Straps	\$
	\$		\$		\$
Percussion:					Subtotal \$
Drum Heads	\$	Sticks	\$	Mallets	\$
Drum Keys	\$	Cymbal Wing Nuts	\$	Replacement Hardware	\$
Headphones / Ear Buds	\$	Metronomes	\$	Drum Pedals	\$
Cymbal Polish	\$	Drum Polish	\$	Small Percussion	\$
Stands	\$		\$		\$
Guitars:					Subtotal \$
Amp Stands	\$	Guitar Straps	\$	Guitar Stands	\$
Knobs	\$	Pickups	\$	Volume/Tone Pots	\$
Picks	\$	Speaker Cables	\$	Raw Speakers	\$
Hardware	\$	Stomp Boxes & Pedals	\$	Tubes	\$
Capos	\$	¼" Jacks	\$	¼" Cables	\$
Guitar Parts	\$	Strings	\$	String Cutters/Tools	\$
String Winders	\$	Batteries	\$	Gig Bags	\$
Rack Bags	\$	Polish and Polish Cloths	\$	Tuners	\$
	\$		\$		\$
Keyboards, Piano:					Subtotal \$
Piano Tuning Tools	\$	MIDI Cables	\$	Stands	\$
Sound Cards	\$	Software	\$	Volume/Sustain Pedals	\$
Piano Bench/Stool	\$	Tip jar ☺	\$	Piano Polish	\$
Piano / Keyboard Parts	\$	¼" Cables	\$		\$
Impersonators, Singers, Dancers					Subtotal \$
Microphone	\$	Microphone Stand	\$	Stage Makeup	\$
Costumes***	\$	Wigs	\$	Shoes	\$
Stage Props	\$	Entertainer's Secret	\$		\$
Audio / Lighting Techs / Stagehands					Subtotal \$
Ohm Meter	\$	SPL Meter	\$	Cleaning Fluids and Materials	\$
Headphones	\$	Cable Ties	\$	CD/Tape Deck	\$
Cleaning Q-Tips, Cotton Balls	\$	Mic Cables	\$	¼" Cables	\$
Mic Stands	\$	Leatherman/Gerber	\$	Tools/Wrenches	\$
Flashlight	\$	Cable Tester	\$	Solder Gun, Solder, Accessories	\$
Blank Recording Media	\$	Light Gels	\$	Extension Cords	\$
Cheap Microphones	\$	CD's	\$	Batteries	\$
Floodlights	\$	Pyro	\$	Fog Juice	\$
Direct Boxes	\$	Lights	\$	Road Case Stencil	\$
Mic Shock Mounts	\$	Windscreens	\$	Notebooks/Notepads	\$
Razor Blades	\$	Sharpies	\$	Sound Reference Materials	\$
Speaker Cables	\$	Speakon/Neutrik Connectors	\$	Eye/Ear Protection	\$
Snake	\$	Raw Cable/Connectors	\$	Pocket Knife	\$
Tape Machine Cleaning Supplies	\$	Steel Toe Boots/Shoes	\$	Carabiners	\$

Notes