

VOLUNTEER INCOME TAX ASSISTANCE - VITA 2024 PERFORMING ARTS PROFESSIONAL EXPENSES



NAME: _____ **(Married Use Separate Form)** **Use EXACT Amounts – DO NOT ESTIMATE** ✓

• Advertising and Publicity (website, photos, resume, Showfax, IMDb, Actors Access, etc.)	\$	
• Agents Commissions and Managers Fees	\$	
• Auto Expense (use Automobile Expenses worksheet)	Worksheet	
• Coaching/Classes/Lessons (voice, dance, acting, etc., No Gym Memberships)	\$	
• Equipment/Business Software (provide details below)	XXXXXXXXXXXXXXXX	
• Gifts for Business (limited to \$25 per recipient per year)	\$	
• Internet (business percentage only) Total \$_____ x _____% =	\$	
• Makeup and Hair Care (only when working)	\$	
• Office & Misc. Supplies (Postage, Supplies, Sheet Music, DVDs, Scripts, Apps)	\$	
• Repairs and Maintenance (Equipment, Instruments, Warranty Contracts, etc.)	\$	
• Rental of Studio Space and/or Equipment	\$	
• Stage Manager Supplies (Kit, First Aid, Blacks, Tools, other SM's expenses)	\$	
• Streaming Services (business percentage only) Total \$ _____ x _____% =	\$	
• Tax Preparation, Legal Fees, Professional Fees (business-related only)	\$	
• Telephone (business % or 100% for 2nd Line) Total \$_____ x _____% =	\$	
• Tickets for Research (theatre, film, concert, dance, only for yourself)	\$	
• Tips and Gratuities (backstage, dressers, stage door personnel, etc.)	\$	
• Trade Publications (Backstage, Variety, Performer Cues, Call Sheet, etc.)	\$	
• Travel Expenses (use Out of Town worksheet – out of town airfare, lodging, etc.)	Worksheet	
• Transportation Seeking Employment (Public Transit, Taxi, Livery, Shuttle, etc.)	\$	
• Union Dues & Initiation Fees (include AEA & SAG-AFTRA “working” dues)	\$	
• Wardrobe and cleaning (costumes & specialized dancewear–No Streetwear)	\$	
• Home Office: Total home Sq.’ _____; Separate Business Space/Office Sq.’ _____	XXXXXXXXXXXXXXXX	
Rent Paid \$ _____; Utilities Pd \$ _____; Insurance \$ _____; Maint. \$ _____		
• Other		
TOTAL OF EXPENSES LISTED ABOVE	\$	
• Meals for Business - locally (receipts should indicate who, what, where, when & why)	\$	
(Do not include Out of Town meals here – see Out of Town Expense Worksheet)		

EQUIPMENT EXPENSE				
ITEM PURCHASED	DATE OF PURCHASE	COST OF ITEM Including Tax	PERCENT (%) OF USE FOR BUSINESS	DEDUCTIBLE AMT. (cost x bus. %)