

Professional Deductions

 Stage Managers /
 Technicians

△ Joint Filers: If both are using this worksheet, each person should complete their OWN copy.
 Do NOT combine expenses. Also use Equipment and / or Out of Town Worksheets as needed.

Please round all amounts to the NEAREST \$1.00.

(For example, enter \$42 for a deduction of \$42.49. Enter \$43 for a deduction of \$42.50)

Name:

Tax Year:

Resumés and Promotion	\$	<i>Include design portfolios, biz cards, website design & maintenance.</i>
Office Expenses	\$	<i>Postage and shipping; stationery, pens, toner, etc.... think Staples.</i>
Equipment and Tool Repairs	\$	
Professional Tools and Supplies	\$	<i>Small tools, books, CDs, or any other necessary job materials.</i>
Business Meals	\$	<i>Must keep thorough records of who, when, & why. Those treated should ideally be in a position to provide future employment, or it must be a "working meal" with those involved in a current project.</i>
Union and Trade Membership Dues and Fees	\$	<i>Annual dues, working dues (from final pay stubs), initiation fees.</i>
Trade Publications*	\$	<i>Print or online industry publications or subscriptions, job sites, etc.</i>
Professional Wardrobe	\$	<i>Uniforms or special footwear <u>only</u> - no "streetwear" <u>allowed</u>.</i>
Job Search Transportation*	\$	<i>Public transit and cabs to/from in-town job interviews & unpaid gigs.</i>
Business Gifts	\$	<i>Opening/closing nights, etc. - limited to \$25/person/year.</i>
Professional Viewing	\$	<i>Per IRS, cost MUST be connected to a specific job or potential job - no general entertainment allowed.</i>
Training	\$	<i>Classes, seminars, or books to improve or maintain <u>current</u> job skills.</i>
Accessories	\$	<i>Small electronics, etc. under \$100 per item.</i>
Online Services	\$	<i>Cloud storage; work-related subscriptions, etc.</i>
Misc.	\$	<i>For:</i>
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Note: Items marked with an (*) above may not be "receiptable" - keep diary entries or use weekly averages.

Cellphone / Internet	Service	Annual Cost	x Business Use	Deduction
Estimate % of business use based on career usage...	Cellphone	\$	%	\$
20-80% is generally OK.	Internet Access	\$	%	\$

► **NOT DEDUCTIBLE (As per IRS Reg.): Health club memberships, commuting expenses, business attire.**