

Tax Prep Checklist for Painters, Photographers & Other Visual Artists

Filing your business tax returns can be very complicated and overwhelming. This checklist will let you know what you need and help you get organized. This list will help us do our job. It is a concise, though not exhaustive, outline of some of the documents we will need when we meet with you.

Continuing Education

- Private Lessons
- Master Classes & Apprenticeships
- Schools & Conferences
- Tickets to Special Exhibits
- Gallery Visits & Talks
- Museum Memberships
- Other: _____

Promotional Expenses

- Portfolio Costs
- Business Cards & Resume
- Film & Slide Processing
- Postage & Shipping
- Slide & Photographer Fees
- Printing of Show Announcement Cards
- Shows & Exhibits
- Printing Costs
- Other: _____

Supplies & Expenses

- Gallery Memberships and Dues
- Brushes and Cleaning Supplies
- Paints, Film, Papers, etc.
- Gifts – Business (\$25 per person limit)
- Chemicals for Film Processing
- Museum Dues and Memberships
- Canvas & Stretchers
- Framing Costs
- Meals – Business (enter 100% of cost)
- Slide & Film Processing
- Stationary & Office Supplies
- Rent – Studio & Gallery Space
- Art Magazines & Books
- Legal & Accounting Fees
- Rent & Repairs of Equipment
- Sculpture Supplies & Hardware
- Food & Wine – Gallery Openings
- Modeling Fees & Props
- Commissions – Agent/Gallery
- Other: _____

Auto Travel (In Miles)

- Museum & Gallery Visits
- Client & Business Meetings
- Continuing Education
- Gallery Interviews (Potential Shows)
- Out-of-Town Business Trips
- Purchasing Art Supplies & Materials
- Professional Society Meetings
- Parking Fees & Tolls (\$)
- Other: _____

Travel – Out of Town

- Airfare & Auto Rental
- Van Rental for Moving of Artwork
- Parking
- Taxi, Train, Bus & Subway
- Lodging (do not combine with meals)
- Meals (enter 100% of expense)
- Laundry, Maid & Porter
- Tolls
- Telephone Calls (including home)
- Other: _____

Telephone Costs

- Paging Service
- Internet & On-line Services
- Pay & Toll Calls
- Cell Phone
- Other: _____

Equipment Purchases

- Phone & Answering Machine
- Computer & Computer Software
- Press, Easel and Paint Box
- Darkroom Equipment
- Camera (Digital & Traditional) & Lens
- Enlarger & Camera Bag
- Modems & Computer Peripherals
- Framing Apparatus
- Power & Hand Tools
- Sculpting Tools
- Other: _____