

artist AS bookkeeper

VLA

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for the Arts

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Artist as Bookkeeper provides an overview of record keeping and tax matters frequently encountered by artists. This guide is not intended to serve as a substitute for professional tax advice and is being distributed with the understanding that VLAA is not rendering legal or accounting services. Readers are encouraged to consult a competent professional for advice concerning specific matters.

St. Louis Volunteer Lawyers and Accountants for the Arts (VLAA) provides free legal and accounting assistance to income-eligible artists, small arts businesses and nonprofit cultural organizations. VLAA also offers arts-related mediation and a wide variety of educational programs in arts law and business including seminars, speakers and publications.



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Preface

Artist as Bookkeeper complements two other St. Louis Volunteer Lawyers and Accountants for the Arts publications for individual artists, *Guide to Copyright Basics* and *Anatomy of a Contract*.

To prepare *Artist as Bookkeeper*, we relied on and even borrowed verbatim from, several free and surprisingly lucid Internal Revenue Service publications. We refer to them throughout and to the forms artists use most often when filing their tax returns. Those forms are reproduced in the Appendix.

This publication is designed to provide an overview of simple record keeping practices and tax preparation for a “typical” artist. How do we define “typical” artist? Our artist could be a painter, dancer, actor, musician, composer, poet, designer, photographer, potter or filmmaker. Our artist has several sources of income, some of which may come from freelance jobs. Our artist keeps receipts, but they may be stored in a shoebox. Like every taxpayer, our artist files a return on (or even before) April 15 and wants to pay the IRS what is owed, but not a penny more. Most of all, our artist would rather be making art or performing on a stage than thinking about the financial information discussed in this publication.

If you are one of our typical artists, we hope that the focus, content and organization of this publication make you a little less reluctant to face and address these taxing matters. More importantly, we hope *Artist as Bookkeeper* gives you the peace of mind to concentrate on dancing your dance.

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What's new?

The Tax Cut and Jobs Act of 2017 made sweeping changes to the tax code, and the IRS has followed up with re-design and “simplification” of some forms:

- In December 2019, the IRS issued the **redesigned Form W-4**, Employee's Withholding Certificate, the form that instructs employers how much tax to withhold. The new form replaces “allowances” with a five-step process designed to make your withholding more accurately match your tax liability. (Ideally, your annual withholding and your tax liability will be close, so that you don't owe a significant sum or receive a large refund when you file your tax return.) To help determine the correct amount of tax that should be withheld from your paycheck, use IRS Tax Withholding Estimator, <https://www.irs.gov/individuals/tax-withholding-estimator>, a free, online tool. Even though the IRS isn't requiring employees to complete the revised form, you may want to do a “paycheck checkup” to see if you should adjust to your current withholding. If you start a new job, you'll have to complete the new W-4 form. If you work as an independent contractor, you can use the new W-4 form to have taxes taken out of your regular job's paycheck to cover your taxable freelance income. (This would be instead of making estimated tax payments.) Use the Estimator tool to make these calculations.
- The **repeal of the individual health insurance tax penalty went into effect in 2019**. So, if you did not have health insurance coverage, you will not be subject to what was formerly known as the “Individual Shared Responsibility Payment.”
- For 2019, the **standard deduction** is \$12,200 for individuals and \$24,400 for married couples filing jointly. Many taxpayers who once itemized their deductions using Schedule A will be taking the standard deduction instead.
- The **newly redesigned form 1040** (which was redesigned again in 2019) replaced the old form 1040 and forms 1040A and 1040EZ. For 2019, if you were born before January 2, 1955, you have the option to use new Form 1040-SR, *Tax Return for Seniors*. Drafted to be easier for aging eyes to read and for taxpayers who don't file electronically, the two-page uses a bigger font than the standard Form 1040 and includes a prominently displayed chart for calculating taxpayers' standard deduction.
- The 2017 tax bill repealed **miscellaneous itemized deductions**, including unreimbursed employee business expenses that were previously deducted on Form 2106. This change is negatively impacting union actors and other performers who are normally paid as employees. The law did preserve the Qualified Performing Artist tax deduction, which is limited to those who make no more than \$16,000 in adjusted gross income (a figure that has not been raised since 1986).
- Some creatives have seen a tax break thanks to the new Sec. 199A deduction. This deduction allows owners of **pass-through business entities** (including S corporations, limited liability companies, partnerships and sole proprietorships) to deduct 20 percent of qualified business income. This deduction is subject to complicated limitations and rules. Please consult a CPA.

Records

Why should you keep records?

There are two reasons. First, a complete set of records will help you keep track of your income, expenses and business-related property. They can explain your cash flow or why buying in bulk may save you money. Records (including how you spend your time) are among the most effective tools for assessing how you are doing (financially), for setting priorities and planning for the future. Second, without complete and well-organized records, you will be unable to prepare and support your federal and state tax returns. Even worse, you may be paying more taxes than you really owe if you miss an estimated tax payment or misplace a receipt that could translate into a deduction.

How do you keep them?

Although the IRS does not require a specific bookkeeping system, you will be expected to prove that your records reflect your entire income and expenses (typically on a calendar-year basis).

Expenses. Your business records should include who was paid, for what, when and why (i.e. the business purpose for the expense). Sales receipts (Hint: scan or copy those fast-fading thermal paper receipts.), credit card receipts and cancelled checks are good primary records. So are regular entries in your calendar or an automobile business-mileage log. See Publication 463, *Travel, Gift and Car Expenses* for a detailed discussion of expenses you can deduct for local business transportation. See Resources for a list of recommended apps for recording business mileage.

Do you have employees or subcontract work to someone else? You must keep all records including their Social Security numbers, W-4, W-2, W-9 and 1099 Forms, I-9s, employment tax deposit slips, FICA, unemployment tax you paid and state and local withholding. See Publication 583, *Starting a Business and Keeping Records* and Publication 15, *Employer's Tax Guide* (Circular E).

Assets. Your business assets are the property and equipment you use for your business. Keep a complete and detailed record of these assets, showing when you acquired them, how much they cost and how much you use them in your business. These records will allow you to properly depreciate the assets and report the correct gain or loss if you ever dispose of them.

Income. Invoices, contracts, copies of checks, receipts you give customers, bank deposit slips, W-2 Forms and 1099 Forms will make up your income paper trail.

Copies of tax returns. You should keep copies of your tax returns as part of your records. They will help you prepare future returns. If you file a Schedule C, *Profit or Loss from a Business*, you must pay self-employment tax on that income instead of the FICA tax that employees pay. This tax provides your Social Security benefits when you retire, or should you become disabled. The amount of the benefits you receive will depend on how much you earn and contribute to the system. Your permanent records should show how much self-employment tax you have paid during your working years, so you can back up your retirement benefits claim.

Computerize or not. Most small businesses do their bookkeeping on computers using software packages such as Quicken or QuickBooks. For many artists, a simple handwritten system consisting of organized primary records (filed in labeled envelopes) and a separate business checkbook may suffice. Keeping secondary records that summarize and classify your primary records may be appropriate in some circumstances.

For best results, your record keeping system should be maintained on a regular basis and be simple enough for you to take care of by yourself. It also should be designed to easily generate information for both tax and general operating purposes.

In addition, you must select an accounting method (which is reported on line F on Schedule C). There are three accounting methods:

1. *Cash method.* Most artists use the cash method. With the cash method, you include income received during the year and deduct expenses in the tax year in which you pay them.
2. *Accrual method.* Under the more complicated accrual method of accounting, you report income in the year earned and deduct or capitalize expenses when you become liable for them, whether you pay them in the same year or not. This will likely apply to large businesses or some businesses with inventories.
3. *Hybrid method.* This method is often used by small businesses that want to use the accrual method for inventory and the cash method for all other income and expense items.

If you think you should be using the accrual or hybrid method, consult an accountant. Once you have set up your accounting method, you must get IRS approval before changing to another method. See Publication 538, *Accounting Periods and Methods*.

How long should you keep your records?

Generally, the IRS has three years to audit your return, so you should keep all relevant documents at least that long. When your records are no longer needed for tax purposes, don't pitch them. Your insurance company or creditors may require you to keep records longer than the IRS does.

Employee or independent contractor?

Set designers are usually independent contractors; actors working on the same production are almost always employees. A composer commissioned to write a new symphony will probably be an independent contractor, but the conductor who selected him is probably an employee. Staff photographers are employees; freelance photographers are typically independent contractors. Being characterized as either an employee or an independent contractor can affect the copyright ownership in the work¹, the way income taxes are paid, Social Security tax liability and the right to employee benefits.

THE EMPLOYER-EMPLOYEE RELATIONSHIP

Taxes and Benefits. Employers must withhold and pay taxes on wages paid to their employees. A staff photographer at a magazine, for example, receives daily assignments from her editor, film from the supply cabinet and weekly checks from the payroll department. Federal, state, local and her share of her Social Security taxes (FICA) are deducted from those checks. Her employer is required to pay an additional FICA and provide coverage for worker's compensation and unemployment insurance. Many employers also offer fringe benefits such as health insurance and retirement plans.

Employees receive a W-2, Wage and Tax Statement from their employer(s) in January.

Copyright. Because the photographer is an employee, the magazine automatically owns the exclusive rights of authorship including copyright for work she created within the regular scope of her job. If she wants to make any other reproductions or use of her photographs, such as inclusion of her work in a book, she must obtain permission from the magazine.

THE EMPLOYER-INDEPENDENT CONTRACTOR RELATIONSHIP

Taxes and Benefits. Employers do not have to withhold or pay any taxes on payments made to independent contractors. But they must file a Form 1099-MISC with the IRS if they pay an independent contractor \$600 or more during the calendar year.

A freelance photographer hired to shoot a special cover for an art museum annual report works as an independent contractor. He uses his own camera, studio, sets his own hours and is paid a flat fee for his work. The photographer is responsible for paying quarterly taxes on self-employment income and what amounts to both the employee and employer's share of Social Security taxes. He is not entitled to fringe benefits or unemployment. He may not be covered by worker's compensation.

Copyright. Unlike an employee, the freelancer automatically owns the copyright, unless a written agreement transfers that ownership. That ownership, which is separate from the physical possession of the work itself, gives the photographer reproduction, adaptation, distribution, sale and display rights. He may simply assign the right to print the cover photograph to the museum for one-time use or for any other agreed upon number of times.

¹ For more information, see VLAA's *Guide to Copyright Basics*, vlaa.org.

Artist as Bookkeeper

22222		a Employee's social security number		OMB No. 1545-0008	
b Employer identification number (EIN)			1 Wages, tips, other compensation 25,000		2 Federal income tax withheld 3,215
c Employer's name, address, and ZIP code			3 Social security wages 25,000		4 Social security tax withheld 1,581
			5 Medicare wages and tips 25,000		6 Medicare tax withheld 369
			7 Social security tips		8 Allocated tips
			9		10 Dependent care benefits
d Control number			11 Nonqualified plans		12a
e Employee's first name and initial Last name Suff.			13 Statutory employee Retirement plan Third-party sick pay		12b
			14 Other		12c
					12d
f Employee's address and ZIP code					
15 State	Employer's state ID number	16 State wages, tips, etc. 25,000	17 State income tax 960	18 Local wages, tips, etc. 25,000	19 Local income tax 250
					20 Locality name STL

Form **W-2** Wage and Tax Statement
Copy 1—For State, City, or Local Tax Department

2019

Department of the Treasury—Internal Revenue Service

☐ VOID ☐ CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.		1 Rents \$		OMB No. 1545-0115		Miscellaneous Income
		2 Royalties \$		2019		
		3 Other income \$		Form 1099-MISC		Copy 1 For State Tax Department
PAYER'S TIN	RECIPIENT'S TIN	5 Fishing boat proceeds \$		4 Federal income tax withheld \$		
RECIPIENT'S name		7 Nonemployee compensation \$ 3,500		6 Medical and health care payments \$		
Street address (including apt. no.)		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		8 Substitute payments in lieu of dividends or interest \$		
City or town, state or province, country, and ZIP or foreign postal code		11		10 Crop insurance proceeds \$		
Account number (see instructions)		13 Excess golden parachute payments \$		12		
FATCA filing requirement <input type="checkbox"/>		14 Gross proceeds paid to an attorney \$				
15a Section 409A deferrals \$		15b Section 409A income \$		16 State tax withheld \$		17 State/Payer's state no.
						18 State income \$

Form 1099-MISC

www.irs.gov/Form1099MISC

Department of the Treasury - Internal Revenue Service

DETERMINING THE CORRECT STATUS

The poet James Whitcomb Riley used humor to explain inductive reasoning with the observation, “When I see a bird that walks like a duck and swims like a duck and quacks like a duck, then it probably is a duck.” His duck test is a good place to begin if you’re trying to decide whether a worker should be classified as an independent contractor or as an employee. In most cases, the distinction is clear: employees look like employees.

But when it’s unclear the IRS looks at criteria that became known as the “20 Factor” test. To simplify and refine that test, the factors have been organized into three main groups: behavioral control, financial control and the type of relationship of the parties.

Behavioral Control

Facts that show whether the business has a right to direct and control how the worker does the task for which the worker is hired include the type and degree of:

Instructions the business gives the worker. An employee is generally subject to the business' instructions about when, where and how to work. The following are examples of types of instructions about how to work: when and where to do the work; what tools or equipment to use; what workers to hire or to assist with the work; where to purchase supplies and services; what work must be performed by a specified individual; and what order or sequence to follow. The amount of instruction needed varies among different jobs. Even if no instructions are given, sufficient behavioral control may exist if the employer has the right to control how the work results are achieved.

Training the business gives the worker. An employee may be trained to perform services in a particular manner. Independent contractors ordinarily use their own methods.

Financial Control

Facts that show whether the business has a right to control the business aspects of the worker's job include:

The extent to which the worker has unreimbursed business expenses. Independent contractors are more likely to have unreimbursed expenses than are employees. Fixed ongoing costs that are incurred regardless of whether work is currently being performed are especially important.

The extent of the worker's investment. An employee usually has no investment in the work other than his or her own time. An independent contractor often has a significant investment in the facilities he or she uses in performing services for someone else. However, a significant investment is not necessary for independent contractor status.

The extent to which the worker makes services available to the relevant market. An independent contractor is generally free to seek out business opportunities. Independent contractors often advertise, maintain a visible business location and are available to work in the relevant market.

How the business pays the worker. An employee is generally guaranteed a regular wage (hourly, weekly or some other period). An independent contractor is usually paid by a flat fee for the job.

The extent to which the worker can realize a profit or loss. Since an employer usually provides employees a workplace, tools, materials, equipment and supplies needed for the work and generally pays the costs of doing business, employees do not have an opportunity to make a profit or loss. An independent contractor can make a profit or loss.

Type of Relationship

Facts that show the parties' type of relationship include:

Written contracts describing the relationship the parties intended to create. This is probably the least important of the criteria, since what really matters is the nature of the underlying work relationship, not what the parties choose to call it. However, in close cases, the written contract can make a difference.

Whether the business provides the worker with employee-type benefits, such as insurance, a pension plan, vacation pay or sick pay. The power to grant benefits carries with it the power to take them away, which is a power generally exercised by employers over employees.

The permanency of the relationship. If the company engages a worker with the expectation that the relationship will continue indefinitely, rather than for a specific project or period, this is generally considered evidence that the intent was to create an employer-employee relationship.

The extent to which services performed by the worker are a key aspect of the regular business of the company. If a worker provides services that are a key aspect of the company's regular business activity, it is more likely that the company will have the right to direct and control his or her activities.

See Publication 15A, *Employer's Supplemental Tax Guide*. For additional information, consult a lawyer or an accountant.

Hobby or business?

For tax purposes, activities earning profits in three of five years are normally presumed to be businesses rather than hobbies. Artists who meet the requirement can deduct their business expenses when they file their Schedule C, *Profit or Loss from Business*, with the IRS. If your business deductions exceed your income for the tax year, you can claim a loss, up to the amount of your taxable income from other sources.

What happens if you do not meet the three out of five-year test? Will an IRS auditor automatically consider your artistic endeavor a hobby (no deductions allowed) instead of a business? No! That's assuming you can prove that you're conducting your arts-related business with the clear intent of making a profit.

To help artists make a convincing case with the auditor (taxpayers bare the burden of proving profit motive), experts point to the nine factors the IRS considers in distinguishing hobbyists from professionals. Here is the IRS's list of "objective" non-exclusive factors with some tips that will not only help you make your case but also help your business grow:

- *Whether you carry on your activity in a business-like manner.* Maintain complete and accurate records. Keep a separate bank account and credit card for your business. Avoid co-mingling of assets, which involves using business resources for personal purposes or the business using the owner's personal resources for business purposes. Letterhead, business cards, your website, invoices, budgets, accurate books, insurance, reasonable goals and membership in professional associations also are construed as business-like behavior. Like a non-arts business, you should periodically review your sales or promotion strategies and make changes needed to improve profitability.
- *Whether you (or your advisors) have the knowledge needed to carry on the activity as a successful business.* Document your professional training, practices and accomplishments. Consult with experts, especially about profit potential, when appropriate.
- *Whether the time and effort you spend on the activity indicates that you intend to make it profitable.* Keep a log or journal to document your working time and attempts to grow the business. If, over a period of time, you are devoting more time to your artwork, you can demonstrate your sincerity even if you are not currently a full-time artist. In fact, nothing requires an activity to be the taxpayer's sole or principal occupation.
- *Whether you can expect to make a future profit from the appreciation of the assets used in the activity.* Again, documentation is critical. If your sales and selling prices or fees have increased, then you can demonstrate a reasonable expectation of future profits.
- *Whether the assets used in the activity may appreciate.* While this factor may not apply to most arts businesses, it's important to document any expected asset appreciation.
- *Whether you have been successful in making a profit in similar activities in the past.* Cite teaching, jurying, curating and writing as well as the activities covered above. Start-up losses or losses sustained due to circumstances beyond your control (such as fire, theft or depressed market conditions) will not indicate that you lack a profit motive.
- *Whether the activity is profitable in some years and how much profit it makes.* A long history of losses or small profits could hurt your case. Profitable years that appear artificially created could raise a red flag. So, could a loss that results in a large tax benefit.

Artist as Bookkeeper

- *Whether you depend on income from the activity for your livelihood.* An apparent need for the arts-related income will support your case. Conversely, wealth will not necessarily indicate lack of profit motive.
- *Whether you derive personal pleasure from the activity or use it for recreational purpose.* You are not required to suffer to produce your art, but you should carefully document all claims, particularly meal and travel expenses.

If you're audited, look at *Churchman v. Commissioner* [68 TC 696, 1977], a case that established a precedent for acceptance of artists as being in business without making a profit. Despite a history of losses, the artist was allowed to deduct sufficiently documented expenses.

Crile v. Commissioner [T.C. Memo 2014-202, October 2, 2014] was a victory for artists who teach. Susan Crile is a painter and a tenured professor of studio art. She attracted the IRS's attention because of the large amount of deductions she was taking for her art business. Crile has sold hundreds of pieces during the last 40 years and has work in 25 museum collections. But the IRS argued that teaching is her actual profession. The court ruled for Crile, noting that her day job was clearly a supplement to her main vocation of painting, not the other way around. Crile's detailed recordkeeping, the time she devoted to producing and marketing her work and a clear profit motive helped persuade the court.

St. Louis Volunteer Lawyers and Accountants for the Arts maintains a file of other hobby loss cases, which is available on request, vlaa@vlaa.org.

Should you incorporate?

If you are performing, selling artwork or otherwise making money as an artist, you are engaged in business. There are several other ways to structure a business, each having advantages and disadvantages to be weighed against practical needs and goals.

In making a choice, you should consider the following variables:

- Your vision for the business;
- The level of control you want to have;
- How many people will own the business;
- The level of “structure” with which you are comfortable;
- Financing;
- Risk and liability²;
- Tax implications; and
- Continuity.

There is no right or wrong structure and it is possible to change the structure if your business grows or the risks of personal liability increase.

What follows is a general overview of the basic forms of business entities and the requirements for their formation in Missouri and Illinois. VLAA encourages you to obtain the assistance of a qualified attorney and/or accountant before finalizing your choice of legal entity.

Sole Proprietorship

For simplicity, most artists operate as sole proprietors. If you are working on your own and making money from your art on a freelance basis, you are automatically a sole proprietorship (even if you also have a regular day job).

Sole proprietorships are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors have total control over all their business decisions.

As sole owner of the assets, the sole proprietor is entitled to all the profits of the business but also is personally responsible for all its liabilities and obligations. There is no shield from liability other than insurance coverage. In other words, business creditors can go after both the business’s assets and your personal assets, including your bank account, car or house. The reverse also is true: your personal creditors can make claims against your business’s assets.

The income generated by the business is considered personal income and is taxed accordingly by adding Schedule C to IRS Form 1040 to calculate the business's profit or loss and then completing Schedule SE to figure self-employment tax.

No legal steps are required to form a sole proprietorship. However, when the business name is substantially different from the owner’s full legal name, registration is required. In Illinois, file with your local county clerk’s office. In Missouri, the “fictitious name” of the business should be registered with the

² In simple terms, limited liability means that creditors of the business cannot normally go after the owner’s personal assets to pay for business debts and claims arising from lawsuits.

Secretary of State (www.sos.mo.gov) by filing a short form and paying a nominal fee. Registering a Fictitious Business Name or Assumed Business Name does not guarantee exclusive use of that name. Name registration simply provides a vehicle for checking the ownership of a business. Essentially, it notifies the public that you are “doing business as” someone other than yourself and allows creditors to know who is responsible for the activities of the business. To protect the name, you should do a thorough online search to make sure that no other business that is offering a similar product or service is using the name you have selected. You may also want to ask an attorney to perform a trademark search.

In addition to name registration, some cities and counties require businesses to register or obtain licenses.

Many artists initially operate as sole proprietors and graduate to a different type of business entity, when appropriate.

Advantages

- Easiest and least expensive form of ownership to organize
- No lawyer needed
- Simple to operate; few administrative burdens
- Sole proprietors are in complete control and, within the parameters of the law, may make decisions as they see fit.
- Sole proprietors receive all income generated by the business to keep or reinvest.
- Profits from the business flow through directly to the owner's personal tax return.
- Self-employment income is subject to federal self-employment taxes.
- Easy to dissolve

Disadvantages

- Sole proprietors have unlimited liability and are legally responsible for all debts against the business. Their personal assets are at risk.
- No continuity past proprietor, although the assets will be transferred as provided in the proprietor's will.
- Securing a small business bank loan may be difficult.
- Owners are not defined by law as employees and consequently are not eligible for unemployment benefits.
- All net income subject to self-employment tax
- For some artists, forming an LLC may be a better choice.

Partnership

A partnership is essentially the same as a sole proprietorship, except there is more than one owner. Each partner contributes money, property, labor and/or skill and expects to share in the profits and losses of the business. Generally, this form of business organization is created by a formal agreement, but a partnership may simply be based on an oral agreement or may even be implied by the conduct of the parties.

Generally, the term “partnership” refers to a general partnership. Under a general partnership structure, the partners share decision-making, profits and losses. They also are personally liable for the business and its debt, regardless of which partner incurred the liability.

You don't have to do anything formal to create a general partnership. When two or more people contribute towards a business and share in the profits without having any other agreement about the form of the business, the business is automatically classified as a partnership. Partners divide responsibility for management and liability, as well as the shares of profit or loss according to their internal agreement. Equal shares are assumed unless there is a written agreement that states otherwise. Similarly, in the absence of a written agreement, any partner can bind the partnership and the individual partners to contracts or other legal obligations without the approval of the other partners.

Although the partnership can be formed by a handshake, it is strongly recommended that an attorney prepare a written partnership agreement. Typically, the agreement sets forth the capital – money, services, supplies or equipment – contributed by each partner; how much time each partner will devote and what his or her functions will be, including who has primary responsibility for accounting and the preparation of financial documents; how decisions will be made; how profits (or losses) and copyright interests will be shared; provisions for taking profits out of the company; how disputes will be resolved; how future partners will be admitted; how partners can be bought out and what steps will be taken to dissolve the partnership, if needed. The most compelling reasons for preparing this agreement are to avoid misunderstandings and to guarantee the continued existence of the partnership in the event one member leaves the business. Without an agreement, the departure of that partner automatically ends the partnership.

Missouri and Illinois also permit the formation of limited liability partnerships. Under this structure, most of the partners have limited liability (to the extent of their investment) as well as limited input regarding management decisions. Forming a limited partnership is more complex and formal than forming a general partnership and requires the assistance of a lawyer.

A partnership itself generally does not pay income taxes. A partnership files an annual information tax return with the IRS, Form 1065, stating all items of taxable income and tax deductions. Included is Schedule K-1, which details each partner's share of taxable income and tax deductions. The partnership income is considered personal income and is taxed as such. Partners are not employees and should not be issued a Form W-2.

A partnership with a business name other than the name(s) of the partners must also register the name with the Missouri Secretary of State. In Illinois, assumed business names are registered with the county clerk (see explanation under Sole Proprietorship).

Partnerships should keep separate bank accounts and financial records for the business.

Advantages

- Partnerships are relatively easy to establish; however, time should be invested in developing the partnership agreement.
- Less administration than corporations
- With more than one owner, the ability to raise funds may be increased.
- The profits from the business flow directly through to the partners' personal tax returns.
- The business usually will benefit from partners who have complementary skills.

Disadvantages

- Partners are jointly and individually liable for the actions of the other partners.
- Profits must be shared.
- Since decisions are shared, disagreements can occur.
- Partners are not defined by law as employees and consequently are not eligible for unemployment benefits.
- The partnership may have a limited life; it may end upon the withdrawal or death of a partner.
- Upon dissolution, partners remain liable for the firm's existing obligations.

Limited Liability Companies

A limited liability company (LLC), an increasingly popular form of business structure, is an unincorporated business that provides owners with limited liability, flow-through tax treatment and operating flexibility. Many lawyers encourage artists and other sole proprietors to seriously consider this option.

As the name implies, this model provides limited liability. If the business defaults on a lease or mortgage, personal assets, such as your home, car and other collateral are protected unless you personally guarantee a loan or lease for the business or fail to run the LLC in a financially responsible manner

Owners of an LLC are called members. Members may include individuals, corporations or other LLCs. There is no maximum number of members. Missouri and Illinois permit “single member” LLCs — those having only one owner.

An LLC may be managed by its members or by a manager, who may or may not be a member of the LLC. If a manager is selected to run the LLC, the members often are more like passive investors, like partners in a limited partnership or shareholders in a corporation.

For federal and state income tax purposes, the profits or losses of the business pass directly through to the member's personal income tax return, Form 1040. If the LLC has only one member (who is an individual), the LLC will be treated as a sole proprietor for tax purposes. The LLC does not file a return and the sole member reports all profits or losses on Schedule C using his or her Social Security number. (In some instances, a separate tax identification number may be required, such as when the LLC has employees.) Because the LLC is a pass-through entity, the sole member of a single member LLC must report all the profits (or losses) generated by the LLC each year and pay tax on all profits, even if some of the profits are left in the LLC's bank account.

If the LLC has two or more members, the LLC will be treated as a partnership for tax purposes, unless the members elect to be treated as a corporation (rarely the case). A multi-member LLC is required to obtain its own federal tax identification number and must file an annual partnership informational return (Form 1065). The return includes Schedule K-1, which is provided to each member. The member then reports his or her “distribution share” on Schedule E of his or her individual tax return.

Members are not considered employees of the LLC, so distributions are not considered wages; income taxes or Social Security/Medicare taxes are not withheld. But members who are actively engaged in the LLC's activities may be responsible for paying estimated income taxes.

An LLC cannot be established in Missouri or Illinois until Articles of Organization are filed with the Secretary of State. In Missouri, the filing fee is \$50 online and \$105 by mail; in Illinois the fee is \$150 (then \$75 with your annual report). The short form requires such information as the firm's name, its purpose, the name and address of its registered agent in Missouri, the names and addresses of each organizer, dissolution parameters and its management form. The management structure is described in a document called the Operating Agreement, which sets out the internal rules of the business. It is very important to have an Operating Agreement if your LLC has two or more members.

Before choosing a name for your LLC, you should do a thorough online search to make sure that no other business that is offering a similar product or service is using the name and may want to ask an attorney to perform a trademark search.

A lawyer should form your LLC. In Missouri, once the formation paperwork is filed with the Secretary of State and the LLC is established, no additional documents or annual reports are required. Annual registration, including a modest fee, is required in Illinois.

Advantages

- Combines tax advantages of partnership with liability protection of a corporation
- Because of its liability protection, the LLC is becoming a popular business model for small business owners.

- Compared to corporations, LLCs are inexpensive to establish and not as complex to operate.
- Flexibility
- Members are compensated using either distributions of profit or guaranteed payments. As a member of an LLC, you are not allowed to pay yourself wages.
- Members can contribute capital or other assets to the LLC. They can take money out by taking a repayment of the loan (plus interest), a distribution of profit or a guaranteed payment.
- An LLC is a pass-through entity unless it selects otherwise.
- If any of the members die, the LLC can continue to exist – subject to the unanimous positive vote on the part of all remaining members.

Disadvantages

- Unlike a sole proprietorship, you must file the correct paperwork to gain (and in Illinois, maintain) LLC status. Working with a lawyer is strongly recommended.
- Each member's share of profits represents taxable income whether or not a member's share is distributed to him or her.
- The managing member's share of the bottom-line profit of the LLC is considered earned income and therefore is subject to self-employment tax.
- LLC laws vary from state to state.
- Members who have management authority, debt responsibility or who materially participate are exposed to self-employment tax.
- Operating in other states on a regular basis may require registration and associated fees.

Corporations

Corporations, the most complex form of organization, are entities with lives separate from their owners and are subject to considerable government regulation and reporting requirements.

Corporations have shareholders that enjoy limited liability (provided the appropriate corporate formalities are observed). Depending on its structure, a corporation either files a tax return and pays all taxes or, if it is an S-Corporation, it transfers profits and/or losses to the individual shareholders' tax return in proportion to stock ownership. Consult a lawyer and an accountant before forming a corporation.

A *nonprofit corporation* is the organizational form used by most arts organizations. It has most of the same advantages as a for-profit corporation. Under this structure, however, the corporation does not issue stock or pay dividends. Arts organizations typically incorporate as nonprofit corporations to provide continuity and structure, qualify for tax-exempt status, apply for grants and protect officers and directors against personal liability. For more information, request a copy of VLAA's *Nonprofit Incorporation Workbook*.

Tax Returns

Who needs to file?

You must file a return if you are a citizen or resident of the United States. Consult the table below for filing requirements based on marital status and gross income.

Same-Sex Couples

The 2015 Supreme Court decision requires all legally married same-sex couples to file as married (either jointly or separately).

2019 Filing Requirements for Most Taxpayers

Marital Status	Filing Status	Age	Gross Income
Single (including divorced and legally separated)	Single	under 65	\$12,200
		65 or older	\$13,850
	Head of household	under 65	\$18,000
		65 or older	\$19,600
Married, living with your spouse at end of 2019	Married, joint return	both under 65	\$24,400
		one 65 or older	\$25,700
		both 65 or older	\$27,000
	Married, separate return	any age	\$5

Source: 1040 Instructions

Self-employed persons (sole proprietors, independent contractors and anyone receiving fees for services rendered) are required to file a return if net earnings from self-employment are \$400 or more. If you are not required to file, you may want to do so if you had income taxes withheld from your pay.

e-File and Free Fillable Forms

If your adjusted gross income was \$69,000 or less in 2019, you can file your return electronically at no cost by using Free File (www.irs.gov). Among the benefits of filing electronically are faster refunds and helping the environment by saving paper. You can find free federal fillable forms, which perform basic math calculations automatically, on the IRS site.

Extensions

If you cannot file on or before the April 15 deadline, you may be able to get an automatic 6-month extension by filing Form 4868, *Application for Automatic Extension*. However, an extension of time to file is not an extension of time to pay taxes owed. You must make an accurate estimate of taxes owed and send any necessary payment with your Form 4868. Otherwise you'll pay interest and may even be charged a penalty.

Commonly Used Forms

Your employment status and income will, to a large extent, determine the amount of time and energy you will need to devote to record keeping and tax return preparation.

For 2018, you'll use the redesigned 1040 Form. Form 1040A and 1040-EZ have been discontinued. The new 1040 Form has six new numbered schedules in addition to the existing schedules, such as Schedule C.

In addition to Form 1040, many artists complete some, or all, of the following (copies of the bolded forms are included in the Appendix):

Schedule C	Profit or Loss from Business
Schedule C-EZ	Net Profit from Business (Simplified)
Schedule SE	Self-Employment Tax
Form 4562	Depreciation and Amortization
Form 8829	Expenses for Business Use of Your Home
Form 8962	Premium Tax Credit
Form 8965	Health Coverage Exemptions

The new Form 1040 includes 23 lines detailing your filing status, exemptions, income, adjusted gross income, tax computation, credits, other taxes, refund or amount due. Some figures, such as wages (line 1), only appear on Form 1040, while some, such as self-employment income (line 6) are carried over from other forms.

Form 1040 Tips

- *Standard deduction.* Most taxpayers can find their standard deduction by looking at line 8. If total itemized deductions such as mortgage interest, medical expenses and charitable contributions are greater than the standard deduction, you should file Schedule A, Itemized Deductions.
- *Royalty income* from your copyrights in literary, musical or artistic works is money paid to you for the right to use your work during a specific period. These should be reported on Schedule C, not on Part I of Schedule E.
- *Unemployment compensation* (Schedule 1). Generally, unemployment income you received in 2018 is taxable. You can choose to have federal income tax withheld from your payments. If you do not choose to have taxes withheld, you may be liable for estimated taxes.
- *Educator expenses* (Schedule 1). If you are an eligible educator (K-12), you may be able to deduct up to \$250 of expenses you paid for purchases of books and classroom supplies. This is an above-the-line deduction, so it's available even if the teacher does not itemize. See Publication 970, *Tax Benefits for Education*.
- *Self-employment tax deduction* (Schedule 1). You may deduct one-half of your self-employment tax from Schedule SE.
- *Retirement plans* (Schedule 1). Depending on your income and coverage in a pension plan, you may be eligible for significant deductions for a regular IRA, the Roth IRA, a Keogh or a SEP (Simplified Employee Pension). In 2019, the deductible contribution to IRAs is \$6,000 per person for age 49 and below and \$7,000 for age 50 and above. See Publication 590, *Individual Retirement Arrangements*.

- *Self-employment health insurance deduction* (Schedule 1). Most self-employed individuals can deduct 100 percent of the premiums they pay for health insurance. You may be able to deduct any premiums you paid to cover your child who was under age 27, even if the child was not your dependent. See Publication 535, *Business Expenses*.
- *Interest on student loans* (Schedule 1). You may be able to claim an above-the-line (the taxpayer does not need to itemize) deduction for interest on a qualified student loan. Recent rule changes will allow you to deduct student loan interest even after the end of the 60-month period that began when you were first required to make a payment. Also, the income level at which your deduction will be reduced or eliminated has been increased. See Publication 970, *Tax Benefits for Education*.
- *Child and dependent care expenses* (Schedule 3). You may be able to claim a credit if you pay someone to care for your dependent child who is under age 13 or for another dependent who is unable to care for himself or herself. The credit is calculated as a percentage of childcare expenses; the higher your income, the lower the percentage you can claim. See Publication 17, *Your Federal Income Tax*.
- *Education credits* (Schedule 3). There are two credits available for higher education. They are the American opportunity credit (up to \$2,500 per eligible student) and the lifetime learning credit (up to \$2,000 credit per return). See Publication 970, *Tax Benefits for Education*. 8863
- *Residential Energy Credits* (Schedule 3). There are several “green” tax credits for making qualified improvements to your home like energy-efficient windows. See Form 5695.
- *Earned Income Credit* (Form 5695) This credit is available to certain taxpayers who work and have low incomes. To claim the EIC, you must meet several requirements, which are explained in Publication 596, *Earned Income Credit*.

Income Notes

- *Cash in and Cash out*. Cash transactions are taxable and must be reported.
- *Bartering*. When you exchange goods or services without money exchanging hands, the IRS says fair market value must be included in the income of both parties. Traders are responsible for issuing and filing a Form 1099-B, *Proceeds from Broker and Barter Exchange*.
- *Grants, Fellowships and Scholarships*. Sorry, unless you are a candidate for a degree at an educational institution and the grant, fellowship or scholarship is being used for tuition or course-related expenses, the money is taxable. See Publication 970, *Tax Benefits for Education*.

Translating Business Expenses into Deductions

If you are a performing artist who usually works under a union contract, chances are most of your income comes from salaries and wages (W2 income). The 2017 tax bill repealed miscellaneous itemized deductions, including unreimbursed employee business expenses that were previously reported on Form 2106. So, many performers (other than those with very low incomes who qualify for the QPA deduction) lose all ability to deduct their professional expenses, such as audition travel, acting classes, union dues, agent and manager fees, headshots and websites.

Some artists form loan-out companies, which provide corporate entity protection and tax advantages. Typically, the artist is an “employee” of his own corporation and the corporation “loans out” the services of that performer to the production company. Under this scenario, business related expenses are deductible and the “loan out” may qualify for the new “pass-through” 199A deduction. This option involves losing unemployment benefits and ongoing administrative costs that will not make sense for everyday middle-class artists.

If you are a self-employed visual artist, composer, writer, filmmaker or a performing artist who was paid in fees (1099 income), you should report that income and your business expenses by filing Schedule C, *Profit or Loss from Business* or Schedule C-EZ, *Net Profit from Business*.

Qualified Performing Artists

While the Tax Cuts and Jobs Act law eliminated the deductibility of ordinary and necessary unreimbursed employee business expenses, which were reportable on Form 2106, it did not discard the Qualified Performing Artist Deduction (QPA). The QPA allows low-income performers to deduct their business expenses. In fact, those who meet the requirements can subtract their expenses off the top of their incomes.

You will qualify for the QPA tax break if you meet *all* the following requirements:

1. You performed services in the performing arts for at least two employers during the tax year.
2. You received at least \$200 each from any two of these employers.
3. Your related performing-arts business expenses were more than 10 percent of your gross income.
4. Your adjusted gross income was not more than \$16,000 before deducting these expenses.
5. You must file a joint return if you are married, unless you lived apart from your spouse during the entire tax year. If you file a joint return, you must figure requirements one, two and three separately for both you and your spouse. However, requirement four applies to you and your spouse's combined adjusted gross income.

If you meet the requirements for the QPA Adjustment, complete Form 2106 and carry your deduction over to Schedule 1 (line 11).

The QPA was enacted in 1986 and the annual income cap has never been raised. Last year, Rep. Judy Chu (D-CA) and Vern Buchanan (R-FL) introduced the Performing Artist Tax Parity Act. The legislation would update the QPA deduction to \$100,000 for single filers and \$200,000 for married artists filing jointly. The bill was referred to the House Committee on Ways and Means, and there has been no further action.

Schedule C: Profit or Loss from Business

Along with Form 1040, sole proprietors and independent contractors generally file a Schedule C, which determines the annual profit or loss from a business run by a sole proprietor.

You may use Schedule C-EZ instead of Schedule C if you:

- 1) had business expenses of \$5,000 or less;
- 2) use the cash method of accounting;
- 3) did not have an inventory at any time during the year;
- 4) did not have a net loss from your business;
- 5) had only one business as a sole proprietor;
- 6) did not have employees;
- 7) are not required to file Form 4562, *Depreciation and Amortization*, for your business; and
- 8) do not deduct expenses for the business use of your home.

For everyone else, Schedule C is broken down into several sections asking for general information, accounting method (cash or accrual), income received, business expenses, inventory (Part III Cost of Goods Sold) and information about vehicle expenses. (The latter is completed only if you claim car or truck expenses on line 10 and are not required to file Form 4562, *Depreciation and Amortization*, for the business.)

The net income from your business on Schedule C becomes part of your gross income on Form 1040, line 12. If your business has a net loss, it can generally be deducted from other income when figuring your gross income on Form 1040.

Income

Part 1 is used to report business income. This will include what was reported on your 1099 Forms, other fees that were less than \$600 and the cost of goods sold. If you do not report all your self-employment income you are committing tax fraud and could cause your Social Security benefits to be lower when you retire.

Expenses

The general rule is that a business expense may be deducted if it is ordinary, necessary and directly connected with the business and reasonable in amount. An expense is considered “ordinary” if it is normal, usual or customary and if it is the kind of expense commonly incurred in your line of work. An expense is “necessary” if it is appropriate or helpful to your business; it does not have to be essential.

Congress has exempted most artists from the capitalization (the process of treating certain expenses as capital assets) requirement. However, the exemption does not apply to most video artists and filmmakers who are required to capitalize qualified creative costs. These provisions are complex. For assistance, please consult an accountant who is familiar with capitalization.

Examples of Deductible Schedule C Expenses

Line 8 Advertising. Advertising expenses may include the cost of creating and maintaining a website. Other deductible expenses include business cards, post cards, portfolios and headshots.

Line 9 Car and truck expenses. You are allowed a deduction for the business use of your car or truck when you own the vehicle and when you keep a written record of its business-related use. Deductions for local transportation (but not the cost of driving from home to a regular workplace — that's commuting) and traveling away from home overnight on business are allowed. You generally can deduct actual expenses, or you can use the standard mileage rate, which was 54.5 cents in 2018. See Publication 463, *Travel, Gift and Car Expenses*. To claim the deduction, most taxpayers use Form 4562, *Depreciation and Amortization*.

Line 10 and 11 Commissions, fees and contract labor. If you pay someone a commission to sell your product or service, the expense is deductible. Fees usually consist of payments made to independent contractors such as agents, managers or other non-employees. The commission or fee must be an ordinary and necessary cost of doing business and must be reasonable in amount. If you pay \$600 or more to another independent contractor, you will be required to issue a 1099 Form.

Line 13 Depreciation. There are two ways a small business can write off its equipment purchases, including musical instruments. The first is through depreciation, the annual deduction allowed to recover the cost of business or income-producing property with a useful life of more than one year. When you buy tangible assets such as a car, computer or kiln that will serve your business for many years, the asset is generally expensed the cost over time. Amortization is like depreciation except that it is used to recover the cost of intangible business assets such as research and development expenses and business start-up expenditures. Depreciation and amortization expenses are deducted by using IRS Form 4562, *Depreciation and Amortization*. See Publication 946, *How to Depreciate Property*.

Under some circumstances, you can opt for the second “expensing” method, which is known as Section 179 deduction. It allows you to deduct the cost of certain depreciable property in the year you purchase it for use in your business. See Publication 946, *How to Depreciate Property*.

Line 15 Insurance. Insurance obtained for the protection of the business is deductible. For cash-basis taxpayers, insurance premiums are deductible in the year when you pay them if the policy covers one year or less. Note that health insurance is not reported on Schedule C.

Line 16 Interest. You may be able to deduct interest payments on credit cards, lines of credit, certain borrowings on life insurance, real estate mortgage, equipment loans and car loans. To be deductible the proceeds of the loan or line of credit must be used for business purposes. If the money is used for personal purposes, then that portion of the interest payments is not deductible. The IRS may charge you interest on any back taxes you may owe that is considered a non-deductible personal expense.

Line 17 Legal and professional services. These types of services are deductible when the services are for the business. The services that qualify for a deduction include: accounting, legal, bookkeeping, consulting, engineering, photography and appraisals. To be deductible the fee must be incurred in a transaction directly connected with the business to produce income, manage or maintain business property or determine or dispute a tax on your business.

Line 18 Office expenses. The cost of office supplies is deductible when the expense is ordinary, necessary and reasonable in cost. The office supplies must be short-lived (under a year), consumable and not worth depreciating. Some items that may be expensed include: ink, notebooks, business forms, file folders, stationery, staplers, express package delivery, messenger service and postage.

Line 20 Rent or leases. Generally, if you rent business property, the rent is deductible. This applies for rental of studios, stores, offices, real estate, cars, computers, machinery or other personal property. The only requirement is that the agreement results in a true lease and title is not to be transferred at the end of the lease. An agreement is probably not a true lease, but a disguised sale if: 1) you pay a large part of the cost of the property in a short time; 2) you pay more than the current fair rental value for the property; 3) you have an option to buy the property at a

nominal price at the end of the lease; 4) or part of the purported rent can be designated as interest payments. This type of an agreement is really an installment contract to buy rather than lease and, therefore, is not deductible.

Line 21 Repairs and maintenance. The cost of any repairs or maintenance for business property also may be deducted. There is an important distinction between repairs/maintenance and improvements. A repair keeps property in efficient operating condition. A capital expenditure or improvement, on the other hand, is a replacement, alteration, improvement or addition, which prolongs the life of the property or adapts it to a different use. These types of improvements to business property cannot be expensed all at once; they must be depreciated over time. A deductible repair would be patching floors, repainting the inside/outside of a building, repairing the roof and mending leaks. Repair costs include the cost of labor (not your own) and supplies. If you repair and upgrade at the same time, you cannot expense the cost all at once because it would be considered a capital improvement.

Line 22 Supplies. The cost of incidental materials and supplies that are used in the business can be deducted. For example, professional supplies such as books, tools and equipment are deductible if they have a short useful life. The deduction can be taken in the year that the materials are purchased.

Line 23 Taxes and licenses. Most taxes that are incurred while doing business are deductible as business expenses. The deductible taxes include real estate, personal property, sales taxes on property you buy, sales taxes that you collect if you included them as income, fuel tax and state unemployment taxes. Employment taxes are deductible as part of the wages that are paid to employees. Assessments and license fees paid to state governments also qualify.

Line 24 Travel and meals. These expenses may be deducted on Schedule C if they are for business purposes. However, only 50 percent of all meals is deductible. You need to record actual spending, dates and how the money was spent, on whom and the business purpose of the expense. Without this information, the expenses will be assumed to be personal expenditures. A meal may be deductible as a travel expense (if you are on an out of town trip). You can no longer take a deduction for any expense related to activities generally considered entertainment, amusement, or recreation.

Line 25 Utilities. You may deduct utility expenses for your business. Heat, lights, power and telephone services are deductible utilities.

Line 26 Wages. You may deduct wages paid to employees. Don't include wages paid to you or money you withdrew from the business for your own use.

Line 27 Other Expenses. Clothing (i.e. uniforms and theatrical costumes) may be deducted when they are required in employment and are not suitable or worn for general or personal wear. For example, a clown costume would be deductible, but a tuxedo would not be. Education and professional development expenses are deductible if they are related to your present business. Political contributions are not deductible.

Business Use of Your Home

If you do not claim a loss for the year and use part of your home as a studio or office, you may deduct the expenses for the space used for business. To take the deduction, complete Form 8829, *Expenses for Business Use of Your Home*. Your home office or studio must be regularly and exclusively used for essential administrative or management activities and taxpayers cannot have other fixed locations where they are able to conduct those functions. Warning: If you sell your home for a profit, you may have to recapture the depreciation you took on the home office and pay taxes on it.

You may find a new optional safe harbor method less burdensome, although experts say sticking with the actual-expense method could increase your deduction and reduce your self-employment tax. The safe harbor method allows qualifying taxpayers to use a prescribed rate of \$5 per square foot of the portion of the home used for business (up to a maximum of 300 square feet) to compute the business use of home deduction. Under this safe harbor method, depreciation is treated as zero and the deduction is claimed directly on Form 1040, Schedule C; Form 8829 is not used. Instead, you'll make two entries on the Schedule C for the square footage of the home and square footage of the office.

See Publication 587, *Business Use of Your Home*.

Affordable Care Act and Tax Returns

The Affordable Care Act (ACA), also known as Obamacare, has not been repealed and many artists are still finding affordable health insurance on HealthCare.gov. Also, most young adults can stay on their parents' health insurance up to age 26, regardless of marital status, financial dependency, residence or enrollment in school.

Individual Mandate Penalty Eliminated

The ACA included a mandate for most individuals to have health insurance (or obtain an exemption) or pay a penalty. The repeal of the penalty was included in the 2017 tax law. It went into effect on January 1, 2019. Technically, elimination of the penalty does not remove the requirement to obtain healthcare coverage. But without penalties there will be no enforcement and, in effect, no practical mandate to obtain coverage for 2020 and beyond.

If you purchased insurance on HealthCare.gov (or a state-operated Marketplace), you'll need to reconcile your premium subsidies and tax credits with your actual 2019 earnings by filing Form 8962 with your tax return.

Reconciliation

If you purchased subsidized health insurance on HealthCare.gov, you'll need to reconcile your premium subsidies and tax credits with your actual 2019 earnings by filing Form 8962, *Premium Tax Credit*, with your tax return.

This filing requirement applies whether or not you would otherwise be required to file a return. Under the Affordable Care Act, people whose income falls below 400 percent of the poverty level are eligible for federal financial assistance when buying insurance on HealthCare.gov or a state-based exchange. When you shopped for your insurance coverage, you provided a good faith estimate of your 2019 income, which was used to price your plan and issue "advanced tax credits." The purpose of Form 8962 is to reconcile the tax credits with your actual income.

You should receive a Form 1095-A in the mail from HealthCare.gov. It will show details of your insurance coverage, such as the effective date, amount of the premium and the advance premium tax credit or subsidy. This information will be used to complete your Form 8962. Again, using tax preparation software is recommended.

If your subsidy was too small because you overestimated your income, that amount will be added to your refund — if you're receiving one — or subtracted from your balance due. If your subsidy was too large because you underestimated your income, the difference, subject to certain caps, will be subtracted from your refund or added to your balance due.

TIP: To reduce your taxable income, you can contribute to a retirement account. IRA contributions can be made until April 15, 2020.

Self-Employment Tax

In addition to income tax, you must pay self-employment tax (SE tax) on the net earnings reported on Schedule C. If you have self-employment income of \$400 or more, you must report your earnings on Schedule SE, *Self-Employment Tax*. The tax rate is 15.3 percent. The rate consists of two parts: 12.4 percent for Social Security and 2.9 percent for Medicare of the first \$128,400 (2018). There is also a Medicare surtax that applies to higher income taxpayers. Don't forget to deduct half your self-employment tax as a business expense when you figure your adjusted gross income. This deduction is reported on line 27 of your Form 1040. Self-employment taxes can be an ugly surprise, so it's important to plan ahead.

State Income Taxes

Because they often work for many employers in many different locations, artists frequently have multiple state filing responsibilities. In some states, performing artists are subject to a special out-of-state entertainer tax that is generally withheld from fees. Your resident state will generally allow an interstate tax credit for taxes paid in nonresident states (but not for taxes paid to nonresident municipalities).

St. Louis City Graduated Business License

To conduct business in the city, St. Louis requires most businesses to have a graduated business license. But most artists need only pay the city's one percent earnings tax and file Schedule G for persons they pay. No business license is required. For more information, see St. Louis City Revised Code Chapter 8.07.041D.

Paying Estimated Taxes

You are self-employed if you engage in a trade, business or profession, either by yourself or with a partner. Self-employed people must pay estimated federal income taxes quarterly, on the fifteenth day of April, June, September and January. File Form 1040-ES. Your estimated tax payment is just that – an estimate of how much tax you need to pay for a given year. You can calculate this figure two different ways. The first way requires you to calculate your tax liability for each quarter of the tax year. This way involves more work, a strong grasp of tax law and is risky in that you are more likely to be penalized for underpayment of taxes.

The other method is more certain but may result in an overpayment to the IRS. This safer way requires you to calculate your estimated tax based on your previous year's tax return. Each quarter simply pay one-fourth of the previous year's liability as the current estimated tax payment. Taxpayers who have income from self-employment on which no taxes are withheld are generally required to make quarterly payments of estimated taxes. This includes both estimated income taxes and self-employment tax.

If you have a steady job and receive a W-2 but also earn money from your artist endeavors, should you be paying quarterly taxes to the IRS? Estimated tax payments will likely be necessary if you have significant income from sources other than wages.

For those with adjusted gross income of \$500,000 or less, the “required annual payment” of estimated taxes is the lesser of (1) 90 percent of the current year's tax or (2) 100 percent of the prior year's tax. Generally, you will not owe an estimated tax penalty if your total tax is less than \$1,000 or you had no tax liability last year. See Publication 505, *Tax Withholding and Estimated Tax*.

You must also pay estimated state taxes on a quarterly basis, using the Missouri or Illinois 1040-ES form. These forms are available from the Missouri Department of Revenue, P.O. Box 3022, Jefferson City, Missouri 65105-3022; (517) 751-5337; www.dor.mo.gov; and the Illinois Department of Revenue, Springfield, Illinois 62736-0001; (217) 782-3336; www.revenue.state.il.us.

The City of St. Louis requires you to file a tax return only once a year. Use Form E-234, which can be obtained from the Collector of Revenue's office at City Hall; 314/622-3291; www.stlouis-mo.gov/collector/.

Unemployment Benefits

Unemployment insurance is a “safety net” program jointly financed through federal and state employer payroll taxes. The program provides benefits to workers who are unemployed through no fault of their own and who meet other eligibility requirements as determined by each state. If you meet your state’s requirements, you are entitled to this money and should not feel embarrassed about receiving it.

Eligibility

In order to collect unemployment, you must have sufficient wages from eligible employment during an established period of time, known as a “base period.” In most states, this period is the first four out of the last five completed calendar quarters prior to the time that your claim is filed. For example, if you file your claim during April, May or June, your base period is the four quarters of the previous year. (A few states also have an alternative base period. It is based on the last four completed calendar quarters prior to a job loss and may be used when you don’t have enough wages for a claim in the standard base period.)

Wages paid during your base period are used to calculate both your eligibility and your weekly benefit. The formulas aren’t simple: In Missouri, for example, you must make \$2,250 — at least \$1,500 during one of the calendar quarters and at least \$750 during the remainder of the base period and your total base period wages must be at least 1.5 times your highest quarter wages. Or you must make at least \$19,500 during two of the four base period quarters. So, if you worked just a few hours a week or your only wages were from a seasonal job, it’s likely that you won’t qualify.

If you’re working through a loan-out company, be sure to consult your attorney or accountant so you understand if and when you’ll be eligible for unemployment benefits.

Individuals who are self-employed (in business as sole proprietors) cannot access the unemployment insurance system, though some states provide limited disaster-related assistance.

Filing a Claim

Apply as soon as you become unemployed. File your claim with the state where you worked. If you worked in a state other than the one where you reside or if you worked in multiple states, the state unemployment agency where you now live can provide information about how to file your claim with other states.

In most states, you can file online or by using the automated phone service. If you have questions, you can seek assistance from a live person during business hours. To file, you’ll need your mailing address, phone number and Social Security number. You’ll also need employer information for the past 18 months (not just your most recent employer): Name, address, phone number, Employer Identification Number (also known as a Federal Tax Identification Number or FEIN (from your W-2 form or pay stub), the date(s) employment started and ended and how much you earned. To make sure your claim is not delayed, provide complete information.

Review the determination letter you receive from the unemployment office for accuracy. If you suspect that your employer has under-reported your earnings or if you notice any other errors, notify the department so your benefits can be recalculated.

Don’t give up if your claim is denied; you have the right to file an appeal (usually within 30 days). The appeal process and procedures vary in complexity from state to state, so do your research. Seeking assistance from an attorney, your union or a social service agency is recommended. Employers may also appeal a determination.

What happens when you were paid a fee, rather than wages? You may be out of luck because, as a rule, independent contractors are not eligible for unemployment compensation benefits. That said, the line between an employee and a contractor, which revolves around whether the employer has the right to control how the worker performs his or her tasks, can be very blurry. Your unemployment agency (or the court) may rule in your favor, characterizing the relationship as employer-employee, even when there is a written contract stating otherwise. If this happens, you'll qualify for benefits.

Benefits

As noted above, benefits are based on a percentage of your earnings. Each state caps the maximum weekly benefit at a different amount, ranging from a low of \$235 (Mississippi) to a high of \$1,537 (Massachusetts). Most states provide maximum benefits in the range of \$300 to \$500.

States usually require a one-week waiting period. So, the second week claimed will be your first week of payment. According to federal guidelines, benefits can be paid for a maximum of 26 weeks; some states opt to pay fewer weeks. Additional benefit weeks may be available during times of high unemployment. If you run out of regular benefits, check with your unemployment office to see if you qualify for an extension.

State-issued debit cards are the primary method for disbursing unemployment benefits. The cards can be used at ATMs and financial institutions. If you prefer direct deposit into your savings or checking account, it is available.

Unfortunately, unemployment benefits are subject to federal taxes and are taxed in some states, too. Tax advisers encourage people collecting unemployment to have those taxes withheld, rather than settling up when you file your tax returns.

Continued Eligibility

Remember to file weekly. Most states allow you to report online or by phone. To maintain eligibility for benefits, you must be ready, willing and able to work. You should be actively looking for employment and keeping track of your efforts. Be prepared to answer questions about your job search and to report any earnings (even cash payments) from temporary jobs or residuals. Don't lie; you'll get caught and unemployment insurance fraud is a felony.

Tips

- Keep complete records, including every pay stub, W-2 forms, contracts, copies of residual checks and detailed job search records noting any auditions or interviews.
- Filing quickly is in your best interest.
- Provide complete and accurate information, including any changes in your address or phone number.
- Cooperate with the unemployment office. If you fail to report weekly or don't keep an appointment, your benefits may be denied.

Illinois Department of Employment Security
www.ides.illinois.gov/Pages/Unemployment%20Insurance.aspx

Missouri Department of Labor & Industrial Relations
www.labor.mo.gov/DES/Claims/

Sales Tax

Missouri and Illinois collect a sales tax on all tangible personal property sold at retail. The tax also applies to leases of such property and some services. Use tax is, in most respects, identical to the sales tax, except that it applies to property purchased from out of state — for example, through a mail-order catalog.

In Missouri, senior citizens selling handicrafts do not have to collect sales tax. This exemption applies to sales of items made by the seller or spouse if either of them is at least 65 years old and if the gross proceeds from the sales do not constitute the “majority of the annual gross income of the seller.”

Unfortunately, some Illinois and Missouri artists must collect sales tax on the services rendered to create tangible personal property. While numerous rulings address specific artistic and craft disciplines, the sales tax policy is generally based on the rationale that labor and materials are merged into a final taxable product.

It is your responsibility to collect the tax from your customers and in turn, to remit it to the Missouri Department of Revenue or the Illinois Department of Revenue. The first step is to obtain a retail sales license and a retail exemption certificate from your state department of revenue. In Missouri (800/877-6881), file Form 2643, *Missouri Tax Registration Application*. A bond in an amount equal to three times the estimated monthly tax liability must accompany the application. It may be a corporate surety bond or cash. In lieu of a bond, the taxpayer may provide an irrevocable letter of credit from his bank or he may pledge a certificate of deposit.

If you’ll be showing work at a Missouri art fair, you won’t need to pay the bond. But you must obtain a Missouri Tax I.D. number (Form 2643) before you can file Form 2643S, *Special Event Tax Registration Application*. Be sure to take care of this paperwork well in advance.

In Illinois, contact the Department of Revenue (217/785-3707 or www.Iltax.com) for a REG-1 application form and registration materials. The department will issue an Illinois Business Tax Number (IBT) which will be the identification used on most of the forms. It also enables the retailer to collect the tax and when possible, to buy supplies without paying the sales tax. For more information, consult Publication 113 *Retailer’s Overview of Sales and Use Tax*.

Sales tax must be remitted to the state on a monthly, quarterly or annual basis, depending on your sales volume. The tax is submitted along with a return showing the total gross receipts from all sales, the location of the sales and the amount of any tax-exempt sales. The sale location is important since local sales taxes are imposed at different rates by nearly every city and county. The Department of Revenue collects both the state tax and any applicable local taxes.

If you are selling books, artwork, CDs or other merchandise online, be aware that e-commerce sales tax is a confusing and burdensome state-by-state system. A recent U.S. Supreme Court decision (*South Dakota v. Wayfair*) will make it even more complicated. The decision gave states the authority to require online retailers to collect sales tax, even if the business does not have a physical presence in the state. Most states are expected to carve out exemptions for small merchants — those with fewer than 200 customers in the state annually or sales below \$100,000. For compliance guidance, consult a tax professional, especially if you operate a busy Etsy shop.

Crowdfunding and Taxes

Although the crowdfunding industry is gigantic and growing at an exponential rate, the IRS has been slow to issue specific tax guidance for those who mount campaigns. The service has said that general tax principles apply. Those principles vary by type of campaign:

- *Donation-based* crowdfunding is used by nonprofits (and projects that raise funds under the auspices of tax-exempt fiscal sponsors³) to provide an opportunity for donors to support worthy causes. (While taxes aren't a concern, nonprofit organizations may want to investigate state charitable solicitation registration laws.⁴) Similarly, if you use crowdfunding to raise money for a personal cause, such as paying medical expenses, the donations are considered non-taxable gifts, as long as the donor does not receive anything in return. (If someone gives you more than the annual gift tax exclusion amount — \$15,000 in 2018 — the donor must file a gift tax return.)
- *Equity-based* crowdfunding allows entrepreneurs to find investors who are interested in purchasing equity in their startups or other privately held small businesses. These investments are not considered taxable income.
- *Rewards-based* campaigns promise backers “thank you” incentives in exchange for their support. Artists, writers, musicians, filmmakers, makers and gamers were early adopters of rewards-based crowdfunding and continue to use platforms such as Kickstarter, Indiegogo, RocketHub and GoFundMe to finance their projects. Generally, the revenue counts as business income, so the taxman wants his share of the proceeds.

Thinking Ahead

Well-designed campaigns not only require hard work but also careful planning for the tax consequences of success. Here are a few tips:

- *Budget accordingly.* Remember, your campaign budget is not the same as your project budget; you'll need to account for service fees, reward costs and taxes. (While everyone's tax situation is different, one rule of thumb is to allocate at least 10 percent of the final goal for taxes.) You can find easy-to-use budget templates online.
- *Be clear about your business structure* — sole proprietor or LLC — and the associated business ID number (Social Security or FEIN) before you register; you won't be able to make changes once your campaign is launched. Also, be aware that Amazon Payments, PayPal and Stripe, which process payments for crowdfunding sites, are required to send you IRS Form 1099-K if your campaign has 200 separate transactions worth more than \$20,000. Note that the form lists the gross amount of all reportable payment transactions and is filed with the IRS.
- *Calculate the cost of your rewards, including shipping and handling.* Some rewards are difficult to value. If a reward has no value or a value that is less than the amount contributed, it could be classified as a nontaxable gift. Similarly, a backer could decide to decline the reward(s). Note that the IRS hasn't specifically addressed this pesky issue.
- *Create a spreadsheet* with columns for the date, backer name, zip code, amount contributed and the promised awards.

³ See VLAA's *Guide to Fiscal Sponsorship* vlaa.org

⁴ See “Internet Fundraising and State Registration Rules” nolo.com/legal-encyclopedia/internet-fundraising-state-registration-rules.html

- *Consult an accountant or tax attorney before you launch your campaign.* Professional advice can help avoid unnecessary surprises.

Income Taxes

Money received through reward-based crowdfunding campaigns is usually taxable as income. Income can be offset by deductible expenses if you are operating as a “trade or business,” rather than engaged in the activity as a hobby.

For many creatives, campaign and project timing are the biggest tax challenges. That’s because the taxes are tied into the calendar year. So, if you receive the business income in one year, you will not be able to use the expenses to offset that income in the next year. This could result in a larger-than-anticipated tax liability. One recommended option is to mount your campaign towards the beginning of the year, rather than waiting until the fall. Another option is to undertake a few smaller campaigns to keep income and expenses within the same year (think pre-production, production and post-production of a film). Some artists have switched to the accrual basis (recording revenues when earned and expenses as incurred) of accounting, which is more complex than cash-basis. This choice should not be made without consulting a CPA.

Sales Tax

You may not think of the money raised during your campaign as sales. But often crowdfunding is really pre-selling tangible goods, such as books, CDs and DVDs, which could be subject to sales tax. The rules governing sales tax vary from state to state, and the Supreme Court recently ruled that states have the authority to require merchants to collect sales tax on purchases, even when the business doesn't have a physical presence in the state. As states enact new Internet sales tax laws, small online retailers are facing uncertainty and the prospect of added complexity.

Donating Artwork to Charity

When artists donate their work to charitable organizations, are their gifts tax-deductible? The answer is “yes” and “no.” This section explains how the Missouri tax rules concerning donations of art differ from the Internal Revenue Service (IRS) regulations.

Sorry. The IRS has bad news for artists (although Congress is considering changing the law). Generally, the deductible amount of a charitable contribution is the fair market value of the property donated. However, there are exceptions, some of which pertain to artwork, letters and other similar properties. Such items are considered ordinary income property if held by the creator. They would generate ordinary income (not long-term capital gain) if they were sold at their fair market value rather than contributed to charity. The IRS Code does not allow the creator to include in his or her charitable deductions the amount donated as ordinary income or rather, the value by which the artist has enhanced the canvas. Therefore, when the creator contributes a piece of art, the gift is equal only to his or her actual costs in making the work of art.

The amount of an artist's charitable deduction may only include the material costs (not the value of the labor) that are associated with the production of the contributed work, such as the purchase of canvas or paint. In addition, charitable deductions are allowed for costs associated with the transportation of the work or other travel expenses. There is no significant element of personal pleasure, recreation or vacation for the donor. (See Publication 17, *Your Federal Income Tax*.)

Unlike the IRS, Missouri allows artists to deduct the market value of literary, musical, scholarly and artistic compositions that they donate to charity. The guidelines for claiming Cultural Contributions (see 12 Code of State Regulations 10-2.125) are: the taxpayer must itemize deductions on his or her federal return; the taxpayer must be the creator of the artistic work; the contribution must be made to a nonprofit, tax-exempt organization; the artwork must be appraised by a qualified appraiser if the fair market value is greater than \$500; the appraisal must be made within one year of the date donated; and the appraisal must be attached to the state return and be accompanied by a sworn statement from the donor and the recipient that indicates acceptance by both parties of the fair market value fixed by the appraiser. (The statement also must show the date of the gift and the address where it may be viewed.)

For more information, contact the State of Missouri Department of Revenue, Taxation Division, (573) 751-3505.

Hiring an Accountant

Like many taxpayers, many artists want a professional to prepare their tax return. Don't wait until April to decide whether you need help. Your decision should be based on the complexity of your tax situation, not the level of your income.

According to the Illinois CPA Society, you may want to hire a tax preparer if you have experienced a major lifestyle change, such as a divorce; or if you own a home-based business, claim substantial itemized deductions, need to claim a major casualty loss, account for a change in child custody or deduct investment-related expenses.

To find an accountant, you may want to contact the St. Louis Volunteer Lawyers and Accountants for the Arts. Low-income artists seeking free help are only referred to volunteers between May and December (not during the busy tax preparation season). Artists who can afford to pay for professional services are given a list of accountants who are willing to accept fee-generating clients. Alternatively, you may want to get a suggestion from a friend, particularly an artist or a reference from another professional, such as an attorney. Ask about the quality of the accountant's work, responsiveness to questions and ability to complete a return in a timely manner.

Before you hire someone else to prepare your taxes, ask the following questions:

- Are you a CPA? (Not all accountants are CPAs. To be licensed, certified public accountants pass a rigorous exam, work for a year on the professional staff of a public accounting firm or the IRS and complete annual continuing education requirements.)
- Are you familiar with my profession?
- What is your fee structure (hourly, by number of forms completed or fixed price)? Beware of accountants who base their fees on a percentage of your refund or those who guarantee a refund or refuse to sign your return.
- What is your billing procedure?
- Who will be preparing my return?
- By what date will my return be completed?
- Will you reimburse me for mistakes that result in penalties or interest charges?
- If my return is audited, will you represent me before the IRS?

Finally, select someone with whom you feel comfortable.

Establishing Credit & Debt Management

Building a good credit history is essential if you expect to make major purchases or start a business. This can be especially challenging for recent college graduates, who often face substantial college loan obligations.

Here are some common-sense tips to avoid overwhelming credit card debt:

- Shop for the best interest rate;
- Read the fine print regarding annual fees and grace periods;
- Pay your bill(s) on time;
- Try to pay in full each month;
- Avoid cash advances;
- Request a low credit limit; and
- Limit yourself to one credit card.

If you don't have credit history, here are some ways to get started:

- Open checking and savings accounts in your own name. Although not a credit indicator, the accounts will demonstrate that you know how to manage money. Avoid bouncing checks and add to your savings monthly.
- Apply for a charge card from a department store or get a gasoline card. Always verify the interest rate. If the rates are high, try to pay in full when the bill comes.
- Secure a small loan (e.g., for a car) from a credit union or bank and pay installments on time. Interest rates from car dealers are notoriously high; they should be avoided.

If you find yourself stretched beyond your financial limits, not knowing how you got into such a mess and how to begin to pull yourself out of it, the answer probably is better money management. (See Resources for list of cash management apps.) Debt management involves simple steps designed to bring your finances under control. These steps include analyzing what you owe, what the payments are and what you need to earn to cover expenses, establishing a budget (and sticking to it), avoiding immense interest charges and late fees and consolidating your debt, both credit card and student loan, into a manageable form.

Business Planning & Financing

Money to start or expand a business can come from a variety of sources, including commercial loans. But before you investigate your financing options, you may want to develop a business plan. A written plan won't guarantee that your arts business will prosper, but it could help reduce the risk of failure.

A business plan is a roadmap and a calling card. Conventional plans summarize the operational and financial objectives of a business and show how the objectives will be realized. At minimum, they include an executive summary, a description of the business, an analysis of the competition, a marketing plan, bios of key personnel and financial statements and projections.

For many artists, a less formal career plan may be more appropriate. The plan would allow you to measure your artistic activities against established objectives, either on a single project or long-term basis and help you determine what resources will be needed to achieve your professional goals.

Here are some reasons why your arts business should have a plan:

- *Reality Check.* Creating a plan forces you to do your homework, see what critical information or skills you're missing, tweak your ideas and help you to evaluate the potential of the arts business. Once you think about your project or potential business in detail, you may realize that the market is too small, the competition too fierce or the investment required too great.
- *Money.* A plan will help you determine how much money you need to get started and how much you will need to operate in the black (assuming you use realistic financial projections).
- *Priorities.* A plan will provide a structure for making the hard choices about where to spend time and money. You will not be able to pursue every marketing idea or business opportunity that comes along. You also cannot afford to run out of money or short on time part way through a project, when you're on the road or when the rent is due. Creating a plan will help you establish a coherent list of priorities.
- *Focus.* A plan will help you focus on the tasks required for success. It is one thing to have an idea or vision. It is another to run a profitable business. Writing out a plan will force you to focus on what you will need to do to convert your ideas into reality and will increase the likelihood that you will focus on those tasks.
- *Confidence.* Having a plan will give you confidence. Going through the planning process will make you feel more in control of your business. You'll know where your business stands and have a better idea of where your business is going.
- *Support.* A plan will show your family, friends and colleagues that you are serious about your arts business. This will help you enlist their support and cooperation.
- *Financing.* If you want to apply for a loan, a plan will give you a structured, professional format for explaining your goals and strategies. Your carefully crafted written plan will go a long way toward persuading them of the viability of your enterprise.

There are many ways to create a business plan and you'll want to look at several examples before writing your own. You can find conventional business-plan templates and examples all over the Internet and in scores of business books for entrepreneurs. Before you buy the books, check out the free examples provided by the U.S. Small Business Administration. If you will not be using your plan to approach a banker or investor, you will have more latitude. For example, you could use an unconventional technique, like mind mapping, a graphic arrangement of related ideas with a core concept at the heart of the diagram. Or you may want to check out the lean canvas model (see Resources, page 41).

No matter what method you use, expect to produce many different drafts, showing them to people you respect. You don't have to accept all their suggestions, but it's helpful to get constructive feedback.

If you live in Missouri or Southwestern Illinois and you need assistance with the financial portion of your plan, download an application for assistance from VLAA's website, www.vlaa.org.

Where will the money come from to start your business or finance a new project? There are several options. They are not mutually exclusive:

- Use your own money ("day job" wages, savings or home-equity loan)
- Borrow money from family or friends. Of course, this approach can come with emotional costs. One way to minimize the potential of resentment (or worse!) is treat the loan as a business transaction by preparing a promissory note and repaying the loan with market rate interest.
- Grants, fellowships and residencies. Because most private funding is awarded to nonprofit organizations, rather than to individuals, artists should expect to encounter few grant opportunities and stiff competition. To research prospects on the internet, start with Foundation Center and the New York Foundation for the Arts.
- Apply for a commercial loan. You will need a conventional business plan to qualify for a bank loan and the loan will need to be secured with some type of collateral.
- Find private "angel" investors. Investors generally want an equity stake in the enterprise, rather than repayment. Be prepared to explain, in detail, what sort of return they should expect on their investment and when they should expect it. And be sure to consult an attorney before you finalize the arrangement.

Retirement Planning

Financial insecurity is a common concern among artists, most of whom do not have the safety net of corporate pension plans. And the national debate about the solvency of the Social Security system may be increasing your anxiety. Unfortunately, Social Security does not provide and was not meant to provide, satisfactory retirement on its own. The average stipend is approximately \$1,342 a month.

So, what can you do to plan for your retirement? When should you start? Experts say, “the sooner, the better.” Of course, there are many ways to build your assets. Here are two of the easiest:

- *Open a savings account.* Saving even \$10 dollars a week can contribute to your financial security. You may remember that there are two kinds of interest: simple interest and compound interest. Simple interest is what you earn on the principal — the amount in your account. Compound interest is what you earn on the principal *and* the interest. Think of it as interest on the interest. If you leave the money in the account over a long period of time, the compound interest will allow your investment to grow. For example, if a 20-year-old saves \$10 per week and the bank pays .14 percent interest, at age 50 the account holder would have \$4,436.
- *Set up an IRA with a bank, mutual fund or brokerage firm.* Individual Retirement Accountants (IRAs) are tax-deferred retirement plans. Anyone earning money can open an IRA, though the maximum annual contribution is limited. And, if you meet certain guidelines, you’ll be able to deduct all or part of your IRA contribution from your taxable income. Like savings accounts, your investment will grow over time and you will owe no taxes on the money until you withdraw the money from the account. The rules governing IRAs are complex, so get financial advice before you decide to open an account.

Estate Planning

Many people don’t like the thought of planning for the eventual disposal of their assets. But when people fail to make estate-planning decisions, the impact on their heirs can be costly and stressful.

For artists, estate planning involves more than writing a will. Visual artists need to make an inventory and plan for the disposal of their artwork. If you’re a composer, writer, choreographer or visual artist, you may have another valuable asset — the copyright in your works. In most cases, the works will be protected for 70 years after your death. For more information about copyright, download VLAA’s *Guide to Copyright Basics* (www.vlaa.org).

Creating a Living Legacy (CALL) is an initiative of the Joan Mitchell Foundation that provides a range of support to visual artists in organizing, inventorying, archiving and creating a comprehensive documentation of their artworks and careers. The site includes excellent tools, including the *CALL Career Documentation Guide* and the *CALL Estate Planning Workbook*, which was written by our colleagues at Volunteer Lawyers for the Arts of Massachusetts (www.callresources.org/).

For a brief introduction to wills, visit the Nolo Press (www.nolo.com).

Resources

IRS Forms & Publications

www.irs.gov

Tax forms and *free* publications can be downloaded from the Internal Revenue Service website or at most libraries and post offices during the tax season. Highly recommended is the *Guide to Free Tax Services* (Publication 910). It identifies many IRS tax materials and services including phone numbers for recorded tax information and a very helpful index to topics and their related publications. Also recommended are *Your Federal Income Tax* (Publication 17) and *Tax Guide for Small Businesses* (Publication 334).

State Forms

Illinois www.tax.illinois.gov/taxforms

Missouri www.dor.mo.gov/forms

Tax Preparation Software

You may be able to prepare your own return using free or inexpensive online programs such as My Free Taxes (www.myfreetaxes.com), TaxAct (www.taxact.com) or the more expensive TurboTax (www.turbotax.com) or H&R Block (www.hrblock.com). These programs do a good job, but they are not recommended for unusual or complicated situations.

Inventory/Business Software

Artlogic www.artlogic.net/artlogic/

Artwork Archive www.artworkarchive.com/

Artwork Inventory www.artworkinventory.com/

eArtist www.artscope.net

GYST www.gyst-ink.com/products

Best Financial App

Mint (FREE) Helps manage money, pay bills and track credit scores.

Mileage Apps

Mile IQ (FREE) for under 40 rides/month. Keeps a running tally of how much your business-related drives are worth (based on IRS deduction rates). Automatically calculates mileage value. Saves to cloud. Can export data for filing purposes. Easy swipe interface.

Everlance (FREE). Calculates trip based on start and end time, mileage and reimbursement value. IRS guideline compliant and helps identify tax deductions for your business. Ability to track revenue, expenses and record receipts. Data saved in the cloud and can export through CSV or PDF. Designed to minimize battery drainage.

TripLog (FREE) Automatically detects device movement to record mileage. Calculates fuel economy and tracks tollbooth fees. Can record multiple vehicles and multiple tax categories (business, medical, charity, etc.) Includes cloud backup, receipt records and an IRS-ready report.

BizXpenseTracker Live mileage tracking. Calculates travel distance and keeps an odometer record. Includes multiple categories for expense tracking. Can customize templates to create final reports. Human scan feature allows you to take a photo of your receipt and a team of human scanners will insert the information for you within 24 hours.

QuickBooks Self-Employed Tracks work hours, receipts and automatic mileage. Built in receipt saver that can easily be attached to a business transaction. Ability to create and send invoices to customers. Compatible with TurboTax.

Books

Daily, Frederick. *Stand Up to the IRS* (2017)

Dunn, Elizabeth. *Happy Money: The Science of Smarter Spending* (2014)

Mancuso, Anthony. *Form Your Own Limited Liability Company* (2017)

McKeever, Mike. *How to Write a Business Plan* (2016)

Osterwalder, Alexander. *Business Model Generation: A Handbook for Visionaries, Game Changers and Challengers* (2010)

Platt, Harvey J. *Your Living Trust and Estate Plan* (2013)

Ries, Eric. *The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses* (2011)

Form 1040	Department of the Treasury—Internal Revenue Service U.S. Individual Income Tax Return	(99)	2019	OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space.
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Filing Status ☐ Single ☐ Married filing jointly ☐ Married filing separately (MFS) ☐ Head of household (HOH) ☐ Qualifying widow(er) (QW)

Check only one box. If you checked the MFS box, enter the name of spouse. If you checked the HOH or QW box, enter the child's name if the qualifying person is a child but not your dependent. ▶

Your first name and middle initial	Last name	Your social security number
If joint return, spouse's first name and middle initial	Last name	Spouse's social security number

Home address (number and street). If you have a P.O. box, see instructions. Apt. no.

City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below (see instructions).

Foreign country name	Foreign province/state/county	Foreign postal code
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Standard Deduction **Someone can claim:** ☐ You as a dependent ☐ Your spouse as a dependent
☐ Spouse itemizes on a separate return or you were a dual-status alien

Age/Blindness **You:** ☐ Were born before January 2, 1955 ☐ Are blind **Spouse:** ☐ Was born before January 2, 1955 ☐ Is blind

Dependents (see instructions):		(2) Social security number	(3) Relationship to you	(4) ✓ if qualifies for (see instructions):	
(1) First name	Last name			Child tax credit	Credit for other dependents
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

1 Wages, salaries, tips, etc. Attach Form(s) W-2 2a Tax-exempt interest 3a Qualified dividends 4a IRA distributions 5a Social security benefits 6 Capital gain or (loss). Attach Schedule D if required. If not required, check here 7a Other income from Schedule 1, line 9 b Add lines 1, 2b, 3b, 4b, 4d, 5b, 6, and 7a. This is your total income 8a Adjustments to income from Schedule 1, line 22 b Subtract line 8a from line 7b. This is your adjusted gross income 9 Standard deduction or itemized deductions (from Schedule A) 10 Qualified business income deduction. Attach Form 8995 or Form 8995-A 11a Add lines 9 and 10 b Taxable income. Subtract line 11a from line 8b. If zero or less, enter -0-	1 2b Taxable interest. Attach Sch. B if required 3b Ordinary dividends. Attach Sch. B if required 4b Taxable amount 4d Taxable amount 5b Taxable amount 6 7b 8a 8b 9 10 11a 11b
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Standard Deduction for—
 • Single or Married filing separately, \$12,000
 • Married filing jointly or Qualifying widow(er), \$24,000
 • Head of household, \$18,350
 • If you checked any box under Standard Deduction, see instructions.

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 11320B Form **1040** (2019)

Artist as Bookkeeper

Form 1040 (2019)		Page 2
12a Tax (see inst.) Check if any from Form(s): 1 <input type="checkbox"/> 8814 2 <input type="checkbox"/> 4972 3 <input type="checkbox"/>		12a
b Add Schedule 2, line 3, and line 12a and enter the total		12b
13a Child tax credit or credit for other dependents		13a
b Add Schedule 3, line 7, and line 13a and enter the total		13b
14 Subtract line 13b from line 12b. If zero or less, enter -0-		14
15 Other taxes, including self-employment tax, from Schedule 2, line 10		15
16 Add lines 14 and 15. This is your total tax		16
17 Federal income tax withheld from Forms W-2 and 1099		17
18 Other payments and refundable credits:		
a Earned income credit (EIC)		18a
b Additional child tax credit. Attach Schedule 8812		18b
c American opportunity credit from Form 8863, line 8		18c
d Schedule 3, line 14		18d
e Add lines 18a through 18d. These are your total other payments and refundable credits		18e
19 Add lines 17 and 18e. These are your total payments		19
20 If line 19 is more than line 16, subtract line 16 from line 19. This is the amount you overpaid		20
21a Amount of line 20 you want refunded to you. If Form 8888 is attached, check here		21a
b Routing number		c Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
d Account number		
22 Amount of line 20 you want applied to your 2020 estimated tax		22
23 Amount you owe. Subtract line 19 from line 16. For details on how to pay, see instructions		23
24 Estimated tax penalty (see instructions)		24
Third Party Designee (Other than paid preparer) Do you want to allow another person (other than your paid preparer) to discuss this return with the IRS? See instructions. <input type="checkbox"/> Yes. Complete below. <input type="checkbox"/> No		
Designee's name		Phone no.
Personal identification number (PIN)		
Sign Here Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.		
Your signature		Date
Spouse's signature. If a joint return, both must sign.		Date
Your occupation		If the IRS sent you an Identity Protection PIN, enter it here (see inst.)
Spouse's occupation		If the IRS sent your spouse an Identity Protection PIN, enter it here (see inst.)
Phone no.		Email address
Paid Preparer Use Only Preparer's name		Preparer's signature
Firm's name		Date
Firm's address		PTIN
Check it: <input type="checkbox"/> 3rd Party Designee <input type="checkbox"/> Self-employed		Phone no.
Firm's EIN		

Go to www.irs.gov/Form1040 for instructions and the latest information.

Form **1040** (2019)

SCHEDULE C
(Form 1040 or 1040-SR)Department of the Treasury
Internal Revenue Service (99)**Profit or Loss From Business**
(Sole Proprietorship)Go to www.irs.gov/ScheduleC for instructions and the latest information.

Attach to Form 1040, 1040-SR, 1040-NR, or 1041; partnerships generally must file Form 1065.

OMB No. 1545-0074

2019
Attachment
Sequence No. **09**

Name of proprietor

Social security number (SSN)

A Principal business or profession, including product or service (see instructions)**B** Enter code from instructions**C** Business name. If no separate business name, leave blank.**D** Employer ID number (EIN) (see instr.)**E** Business address (including suite or room no.)

City, town or post office, state, and ZIP code

F Accounting method: (1) ☐ Cash (2) ☐ Accrual (3) ☐ Other (specify) _____**G** Did you "materially participate" in the operation of this business during 2019? If "No," see instructions for limit on losses ☐ Yes ☐ No**H** If you started or acquired this business during 2019, check here ☐**I** Did you make any payments in 2019 that would require you to file Form(s) 1099? (see instructions) ☐ Yes ☐ No**J** If "Yes," did you or will you file required Forms 1099? ☐ Yes ☐ No**Part I Income**

1 Gross receipts or sales. See instructions for line 1 and check the box if this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked <input type="checkbox"/>	1
2 Returns and allowances	2
3 Subtract line 2 from line 1	3
4 Cost of goods sold (from line 42)	4
5 Gross profit. Subtract line 4 from line 3	5
6 Other income, including federal and state gasoline or fuel tax credit or refund (see instructions)	6
7 Gross income. Add lines 5 and 6	7

Part II Expenses. Enter expenses for business use of your home **only** on line 30.

8 Advertising	8	18 Office expense (see instructions)	18
9 Car and truck expenses (see instructions)	9	19 Pension and profit-sharing plans	19
10 Commissions and fees	10	20 Rent or lease (see instructions):	
11 Contract labor (see instructions)	11	a Vehicles, machinery, and equipment	20a
12 Depletion	12	b Other business property	20b
13 Depreciation and section 179 expense deduction (not included in Part III) (see instructions)	13	21 Repairs and maintenance	21
14 Employee benefit programs (other than on line 19)	14	22 Supplies (not included in Part III)	22
15 Insurance (other than health)	15	23 Taxes and licenses	23
16 Interest (see instructions):		24 Travel and meals:	
a Mortgage (paid to banks, etc.)	16a	a Travel	24a
b Other	16b	b Deductible meals (see instructions)	24b
17 Legal and professional services	17	25 Utilities	25
		26 Wages (less employment credits)	26
		27a Other expenses (from line 48)	27a
		b Reserved for future use	27b

28 Total expenses before expenses for business use of home. Add lines 8 through 27a**29** Tentative profit or (loss). Subtract line 28 from line 7**30** Expenses for business use of your home. Do not report these expenses elsewhere. Attach Form 8829 unless using the simplified method (see instructions).

Simplified method filers only: enter the total square footage of: (a) your home: _____

and (b) the part of your home used for business: _____. Use the Simplified

Method Worksheet in the instructions to figure the amount to enter on line 30

31 Net profit or (loss). Subtract line 30 from line 29.

- If a profit, enter on both **Schedule 1 (Form 1040 or 1040-SR), line 3** (or **Form 1040-NR, line 13**) and on **Schedule SE, line 2**. (If you checked the box on line 1, see instructions). Estates and trusts, enter on **Form 1041, line 3**.
- If a loss, you **must** go to line 32.

32 If you have a loss, check the box that describes your investment in this activity (see instructions).

- If you checked 32a, enter the loss on both **Schedule 1 (Form 1040 or 1040-SR), line 3** (or **Form 1040-NR, line 13**) and on **Schedule SE, line 2**. (If you checked the box on line 1, see the line 31 instructions). Estates and trusts, enter on **Form 1041, line 3**.
- If you checked 32b, you **must** attach **Form 6198**. Your loss may be limited.

32a ☐ All investment is at risk.**32b** ☐ Some investment is not at risk.

For Paperwork Reduction Act Notice, see the separate instructions.

Cat. No. 11334P

Schedule C (Form 1040 or 1040-SR) 2019

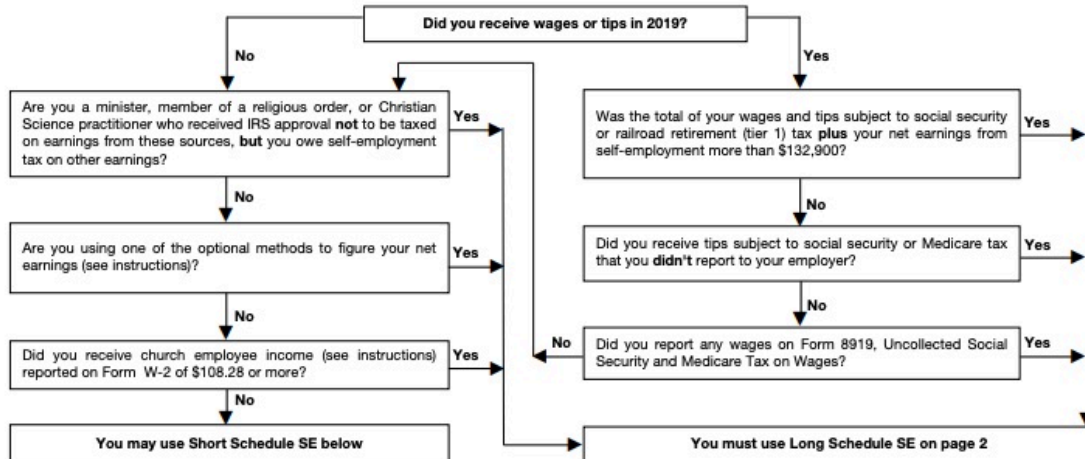
SCHEDULE SE
(Form 1040 or 1040-SR)**Self-Employment Tax**

OMB No. 1545-0074

2019Attachment
Sequence No. **17**Department of the Treasury
Internal Revenue Service (99)▶ Go to www.irs.gov/ScheduleSE for instructions and the latest information.

▶ Attach to Form 1040, 1040-SR, or 1040-NR.

Name of person with self-employment income (as shown on Form 1040, 1040-SR, or 1040-NR)

Social security number of person
with **self-employment** income ▶**Before you begin:** To determine if you must file Schedule SE, see the instructions.**May I Use Short Schedule SE or Must I Use Long Schedule SE?****Note:** Use this flowchart **only** if you must file Schedule SE. If unsure, see *Who Must File Schedule SE* in the instructions.**Section A—Short Schedule SE. Caution:** Read above to see if you can use Short Schedule SE.

1a	Net farm profit or (loss) from Schedule F, line 34, and farm partnerships, Schedule K-1 (Form 1065), box 14, code A	1a	
b	If you received social security retirement or disability benefits, enter the amount of Conservation Reserve Program payments included on Schedule F, line 4b, or listed on Schedule K-1 (Form 1065), box 20, code AH	1b	()
2	Net profit or (loss) from Schedule C, line 31; and Schedule K-1 (Form 1065), box 14, code A (other than farming). Ministers and members of religious orders, see instructions for types of income to report on this line. See instructions for other income to report	2	
3	Combine lines 1a, 1b, and 2	3	
4	Multiply line 3 by 92.35% (0.9235). If less than \$400, you don't owe self-employment tax; don't file this schedule unless you have an amount on line 1b ▶	4	
5	Self-employment tax. If the amount on line 4 is: • \$132,900 or less, multiply line 4 by 15.3% (0.153). Enter the result here and on Schedule 2 (Form 1040 or 1040-SR), line 4, or Form 1040-NR, line 55. • More than \$132,900, multiply line 4 by 2.9% (0.029). Then, add \$16,479.60 to the result. Enter the total here and on Schedule 2 (Form 1040 or 1040-SR), line 4, or Form 1040-NR, line 55 .	5	
6	Deduction for one-half of self-employment tax. Multiply line 5 by 50% (0.50). Enter the result here and on Schedule 1 (Form 1040 or 1040-SR), line 14, or Form 1040-NR, line 27	6	

For Paperwork Reduction Act Notice, see your tax return instructions.

Cat. No. 11358Z

Schedule SE (Form 1040 or 1040-SR) 2019

Name of person with self-employment income (as shown on Form 1040, 1040-SR, or 1040-NR)

Social security number of person
with self-employment income ▶**Section B—Long Schedule SE****Part I Self-Employment Tax****Note:** If your only income subject to self-employment tax is **church employee income**, see instructions. Also see instructions for the definition of church employee income.

A	If you are a minister, member of a religious order, or Christian Science practitioner and you filed Form 4361, but you had \$400 or more of other net earnings from self-employment, check here and continue with Part I	▶	<input type="checkbox"/>
1a	Net farm profit or (loss) from Schedule F, line 34, and farm partnerships, Schedule K-1 (Form 1065), box 14, code A. Note: Skip lines 1a and 1b if you use the farm optional method (see instructions)	1a	
b	If you received social security retirement or disability benefits, enter the amount of Conservation Reserve Program payments included on Schedule F, line 4b, or listed on Schedule K-1 (Form 1065), box 20, code AH	1b	()
2	Net profit or (loss) from Schedule C, line 31; and Schedule K-1 (Form 1065), box 14, code A (other than farming). Ministers and members of religious orders, see instructions for types of income to report on this line. See instructions for other income to report. Note: Skip this line if you use the nonfarm optional method (see instructions)	2	
3	Combine lines 1a, 1b, and 2	3	
4a	If line 3 is more than zero, multiply line 3 by 92.35% (0.9235). Otherwise, enter amount from line 3	4a	
	Note: If line 4a is less than \$400 due to Conservation Reserve Program payments on line 1b, see instructions.		
b	If you elect one or both of the optional methods, enter the total of lines 15 and 17 here	4b	
c	Combine lines 4a and 4b. If less than \$400, stop ; you don't owe self-employment tax. Exception: If less than \$400 and you had church employee income , enter -0- and continue	4c	
5a	Enter your church employee income from Form W-2. See instructions for definition of church employee income	5a	
b	Multiply line 5a by 92.35% (0.9235). If less than \$100, enter -0-	5b	
6	Add lines 4c and 5b	6	
7	Maximum amount of combined wages and self-employment earnings subject to social security tax or the 6.2% portion of the 7.65% railroad retirement (tier 1) tax for 2019	7	132,900
8a	Total social security wages and tips (total of boxes 3 and 7 on Form(s) W-2) and railroad retirement (tier 1) compensation. If \$132,900 or more, skip lines 8b through 10, and go to line 11	8a	
b	Unreported tips subject to social security tax (from Form 4137, line 10)	8b	
c	Wages subject to social security tax (from Form 8919, line 10)	8c	
d	Add lines 8a, 8b, and 8c	8d	
9	Subtract line 8d from line 7. If zero or less, enter -0- here and on line 10 and go to line 11	9	
10	Multiply the smaller of line 6 or line 9 by 12.4% (0.124)	10	
11	Multiply line 6 by 2.9% (0.029)	11	
12	Self-employment tax. Add lines 10 and 11. Enter here and on Schedule 2 (Form 1040 or 1040-SR), line 4, or Form 1040-NR, line 55	12	
13	Deduction for one-half of self-employment tax. Multiply line 12 by 50% (0.50). Enter the result here and on Schedule 1 (Form 1040 or 1040-SR), line 14, or Form 1040-NR, line 27	13	

Part II Optional Methods To Figure Net Earnings (see instructions)**Farm Optional Method.** You may use this method **only** if (a) your gross farm income¹ wasn't more than \$8,160, or (b) your net farm profits² were less than \$5,891.

14	Maximum income for optional methods	14	5,440
15	Enter the smaller of: two-thirds (2/3) of gross farm income ¹ (not less than zero) or \$5,440. Also include this amount on line 4b above	15	

Nonfarm Optional Method. You may use this method **only** if (a) your net nonfarm profits³ were less than \$5,891 and also less than 72.189% of your gross nonfarm income,⁴ and (b) you had net earnings from self-employment of at least \$400 in 2 of the prior 3 years. **Caution:** You may use this method no more than five times.

16	Subtract line 15 from line 14	16	
17	Enter the smaller of: two-thirds (2/3) of gross nonfarm income ⁴ (not less than zero) or the amount on line 16. Also include this amount on line 4b above	17	

¹ From Sch. F, line 9, and Sch. K-1 (Form 1065), box 14, code B.² From Sch. F, line 34, and Sch. K-1 (Form 1065), box 14, code A—minus the amount you would have entered on line 1b had you not used the optional method.³ From Sch. C, line 31; and Sch. K-1 (Form 1065), box 14, code A.⁴ From Sch. C, line 7; and Sch. K-1 (Form 1065), box 14, code C.

Form **8829**Department of the Treasury
Internal Revenue Service (99)**Expenses for Business Use of Your Home**► File only with Schedule C (Form 1040 or 1040-SR). Use a separate Form 8829 for each home you used for business during the year.
► Go to www.irs.gov/Form8829 for instructions and the latest information.

OMB No. 1545-0074

2019Attachment
Sequence No. **176**

Name(s) of proprietor(s)

Your social security number

Part I Part of Your Home Used for Business

1	Area used regularly and exclusively for business, regularly for daycare, or for storage of inventory or product samples (see instructions)	1	
2	Total area of home	2	
3	Divide line 1 by line 2. Enter the result as a percentage	3	%
For daycare facilities not used exclusively for business, go to line 4. All others, go to line 7.			
4	Multiply days used for daycare during year by hours used per day	4	hr.
5	If you started or stopped using your home for daycare during the year, see instructions; otherwise, enter 8,760	5	hr.
6	Divide line 4 by line 5. Enter the result as a decimal amount	6	.
7	Business percentage. For daycare facilities not used exclusively for business, multiply line 6 by line 3 (enter the result as a percentage). All others, enter the amount from line 3	7	%

Part II Figure Your Allowable Deduction

8	Enter the amount from Schedule C, line 29, plus any gain derived from the business use of your home, minus any loss from the trade or business not derived from the business use of your home (see instructions)	8	
See instructions for columns (a) and (b) before completing lines 9-22.			
9	Casualty losses (see instructions)	9	
10	Deductible mortgage interest (see instructions)	10	
11	Real estate taxes (see instructions)	11	
12	Add lines 9, 10, and 11	12	
13	Multiply line 12, column (b), by line 7	13	
14	Add line 12, column (a), and line 13	14	
15	Subtract line 14 from line 8. If zero or less, enter -0-	15	
16	Excess mortgage interest (see instructions)	16	
17	Excess real estate taxes (see instructions)	17	
18	Insurance	18	
19	Rent	19	
20	Repairs and maintenance	20	
21	Utilities	21	
22	Other expenses (see instructions)	22	
23	Add lines 16 through 22	23	
24	Multiply line 23, column (b), by line 7	24	
25	Carryover of prior year operating expenses (see instructions)	25	
26	Add line 23, column (a), line 24, and line 25	26	
27	Allowable operating expenses. Enter the smaller of line 15 or line 26	27	
28	Limit on excess casualty losses and depreciation. Subtract line 27 from line 15	28	
29	Excess casualty losses (see instructions)	29	
30	Depreciation of your home from line 42 below	30	
31	Carryover of prior year excess casualty losses and depreciation (see instructions)	31	
32	Add lines 29 through 31	32	
33	Allowable excess casualty losses and depreciation. Enter the smaller of line 28 or line 32	33	
34	Add lines 14, 27, and 33	34	
35	Casualty loss portion, if any, from lines 14 and 33. Carry amount to Form 4684 (see instructions)	35	
36	Allowable expenses for business use of your home. Subtract line 35 from line 34. Enter here and on Schedule C, line 30. If your home was used for more than one business, see instructions	36	

Part III Depreciation of Your Home

37	Enter the smaller of your home's adjusted basis or its fair market value (see instructions)	37	
38	Value of land included on line 37	38	
39	Basis of building. Subtract line 38 from line 37	39	
40	Business basis of building. Multiply line 39 by line 7	40	
41	Depreciation percentage (see instructions)	41	%
42	Depreciation allowable (see instructions). Multiply line 40 by line 41. Enter here and on line 30 above	42	

Part IV Carryover of Unallowed Expenses to 2020

43	Operating expenses. Subtract line 27 from line 26. If less than zero, enter -0-	43	
44	Excess casualty losses and depreciation. Subtract line 33 from line 32. If less than zero, enter -0-	44	

For Paperwork Reduction Act Notice, see your tax return instructions.

Cat. No. 13232M

Form **8829** (2019)

Part II Vehicle Expenses**Section A—General Information** (You must complete this section if you are claiming vehicle expenses.)

		(a) Vehicle 1	(b) Vehicle 2
11	Enter the date the vehicle was placed in service	11 / /	/ /
12	Total miles the vehicle was driven during 2017	12 miles	miles
13	Business miles included on line 12	13 miles	miles
14	Percent of business use. Divide line 13 by line 12	14 %	%
15	Average daily roundtrip commuting distance	15 miles	miles
16	Commuting miles included on line 12	16 miles	miles
17	Other miles. Add lines 13 and 16 and subtract the total from line 12	17 miles	miles
18	Was your vehicle available for personal use during off-duty hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
19	Do you (or your spouse) have another vehicle available for personal use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
20	Do you have evidence to support your deduction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
21	If "Yes," is the evidence written?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section B—Standard Mileage Rate (See the instructions for Part II to find out whether to complete this section or Section C.)**22** Multiply line 13 by 53.5¢ (0.535). Enter the result here and on line 1 **22****Section C—Actual Expenses**

		(a) Vehicle 1	(b) Vehicle 2
23	Gasoline, oil, repairs, vehicle insurance, etc.	23	
24a	Vehicle rentals	24a	
b	Inclusion amount (see instructions)	24b	
c	Subtract line 24b from line 24a	24c	
25	Value of employer-provided vehicle (applies only if 100% of annual lease value was included on Form W-2—see instructions)	25	
26	Add lines 23, 24c, and 25.	26	
27	Multiply line 26 by the percentage on line 14	27	
28	Depreciation (see instructions)	28	
29	Add lines 27 and 28. Enter total here and on line 1	29	

Section D—Depreciation of Vehicles (Use this section only if you owned the vehicle and are completing Section C for the vehicle.)

		(a) Vehicle 1	(b) Vehicle 2
30	Enter cost or other basis (see instructions)	30	
31	Enter section 179 deduction and special allowance (see instructions)	31	
32	Multiply line 30 by line 14 (see instructions if you claimed the section 179 deduction or special allowance).	32	
33	Enter depreciation method and percentage (see instructions)	33	
34	Multiply line 32 by the percentage on line 33 (see instructions)	34	
35	Add lines 31 and 34	35	
36	Enter the applicable limit explained in the line 36 instructions	36	
37	Multiply line 36 by the percentage on line 14	37	
38	Enter the smaller of line 35 or line 37. If you skipped lines 36 and 37, enter the amount from line 35. Also enter this amount on line 28 above	38	

Form 8962 Department of the Treasury Internal Revenue Service Name shown on your return	Premium Tax Credit (PTC) ▶ Attach to Form 1040, 1040-SR, or 1040-NR. ▶ Go to www.irs.gov/Form8962 for instructions and the latest information.	OMB No. 1545-0074 <div style="border: 1px solid black; padding: 5px; display: inline-block;"> 2019 Attachment Sequence No. 73 </div>
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Your social security number _____

You cannot take the PTC if your filing status is married filing separately unless you qualify for an exception (see instructions). If you qualify, check the box ☐ ▶

Part I Annual and Monthly Contribution Amount

1 Tax family size. Enter your tax family size (see instructions)	1	
2a Modified AGI. Enter your modified AGI (see instructions)	2a	
b Enter the total of your dependents' modified AGI (see instructions)	2b	
3 Household income. Add the amounts on lines 2a and 2b (see instructions)	3	
4 Federal poverty line. Enter the federal poverty line amount from Table 1-1, 1-2, or 1-3 (see instructions). Check the appropriate box for the federal poverty table used. a <input type="checkbox"/> Alaska b <input type="checkbox"/> Hawaii c <input type="checkbox"/> Other 46 states and DC	4	
5 Household income as a percentage of federal poverty line (see instructions)	5	%
6 Did you enter 401% on line 5? (See instructions if you entered less than 100%.) <input type="checkbox"/> No. Continue to line 7. <input type="checkbox"/> Yes. You are not eligible to take the PTC. If advance payment of the PTC was made, see the instructions for how to report your excess advance PTC repayment amount.	6	
7 Applicable Figure. Using your line 5 percentage, locate your "applicable figure" on the table in the instructions	7	
8a Annual contribution amount. Multiply line 3 by line 7. Round to nearest whole dollar amount	8a	
b Monthly contribution amount. Divide line 8a by 12. Round to nearest whole dollar amount	8b	

Part II Premium Tax Credit Claim and Reconciliation of Advance Payment of Premium Tax Credit

9 Are you allocating policy amounts with another taxpayer or do you want to use the alternative calculation for year of marriage (see instructions)?
☐ Yes. Skip to Part IV, Allocation of Policy Amounts, or Part V, Alternative Calculation for Year of Marriage. ☐ No. Continue to line 10.

10 See the instructions to determine if you can use line 11 or must complete lines 12 through 23.
☐ Yes. Continue to line 11. Compute your annual PTC. Then skip lines 12-23 ☐ No. Continue to lines 12-23. Compute your monthly PTC and continue to line 24.

	(a) Annual enrollment premiums (Form(s) 1095-A, line 33A)	(b) Annual applicable SLSP premium (Form(s) 1095-A, line 33B)	(c) Annual contribution amount (line 8a)	(d) Annual maximum premium assistance (subtract (c) from (b), if zero or less, enter -0-)	(e) Annual premium tax credit allowed (smaller of (a) or (d))	(f) Annual advance payment of PTC (Form(s) 1095-A, line 33C)
11 Annual Totals						
Monthly Calculation	(a) Monthly enrollment premiums (Form(s) 1095-A, lines 21-32, column A)	(b) Monthly applicable SLSP premium (Form(s) 1095-A, lines 21-32, column B)	(c) Monthly contribution amount (amount from line 8b or alternative marriage monthly calculation)	(d) Monthly maximum premium assistance (subtract (c) from (b), if zero or less, enter -0-)	(e) Monthly premium tax credit allowed (smaller of (a) or (d))	(f) Monthly advance payment of PTC (Form(s) 1095-A, lines 21-32, column C)
12 January						
13 February						
14 March						
15 April						
16 May						
17 June						
18 July						
19 August						
20 September						
21 October						
22 November						
23 December						
24 Total premium tax credit. Enter the amount from line 11(e) or add lines 12(e) through 23(e) and enter the total here						24
25 Advance payment of PTC. Enter the amount from line 11(f) or add lines 12(f) through 23(f) and enter the total here						25
26 Net premium tax credit. If line 24 is greater than line 25, subtract line 25 from line 24. Enter the difference here and on Schedule 3 (Form 1040 or 1040-SR), line 9, or Form 1040-NR, line 65. If line 24 equals line 25, enter -0-. Stop here. If line 25 is greater than line 24, leave this line blank and continue to line 27						26

Part III Repayment of Excess Advance Payment of the Premium Tax Credit

27 Excess advance payment of PTC. If line 25 is greater than line 24, subtract line 24 from line 25. Enter the difference here	27	
28 Repayment limitation (see instructions)	28	
29 Excess advance premium tax credit repayment. Enter the smaller of line 27 or line 28 here and on Schedule 2 (Form 1040 or 1040-SR), line 2, or Form 1040-NR, line 44	29	

For Paperwork Reduction Act Notice, see your tax return instructions.

Cat. No. 37784Z

Form **8962** (2019)

St. Louis Volunteer Lawyers and Accountants for the Arts

53

Part IV Allocation of Policy Amounts

Complete the following information for up to four policy amount allocations. See instructions for allocation details.

Allocation 1

30	(a) Policy Number (Form 1095-A, line 2)	(b) SSN of other taxpayer	(c) Allocation start month	(d) Allocation stop month
	Allocation percentage applied to monthly amounts	(e) Premium Percentage	(f) SLCSP Percentage	(g) Advance Payment of the PTC Percentage

Allocation 2

31	(a) Policy Number (Form 1095-A, line 2)	(b) SSN of other taxpayer	(c) Allocation start month	(d) Allocation stop month
	Allocation percentage applied to monthly amounts	(e) Premium Percentage	(f) SLCSP Percentage	(g) Advance Payment of the PTC Percentage

Allocation 3

32	(a) Policy Number (Form 1095-A, line 2)	(b) SSN of other taxpayer	(c) Allocation start month	(d) Allocation stop month
	Allocation percentage applied to monthly amounts	(e) Premium Percentage	(f) SLCSP Percentage	(g) Advance Payment of the PTC Percentage

Allocation 4

33	(a) Policy Number (Form 1095-A, line 2)	(b) SSN of other taxpayer	(c) Allocation start month	(d) Allocation stop month
	Allocation percentage applied to monthly amounts	(e) Premium Percentage	(f) SLCSP Percentage	(g) Advance Payment of the PTC Percentage

34 Have you completed all policy amount allocations?

- ☐ **Yes.** Multiply the amounts on Form 1095-A by the allocation percentages entered by policy. Add all allocated policy amounts and non-allocated policy amounts from Forms 1095-A, if any, to compute a combined total for each month. Enter the combined total for each month on lines 12–23, columns (a), (b), and (f). Compute the amounts for lines 12–23, columns (c)–(e), and continue to line 24.
- ☐ **No.** See the instructions to report additional policy amount allocations.

Part V Alternative Calculation for Year of Marriage

Complete line(s) 35 and/or 36 to elect the alternative calculation for year of marriage. For eligibility to make the election, see the instructions for line 9. To complete line(s) 35 and/or 36 and compute the amounts for lines 12–23, see the instructions for this Part V.

35	Alternative entries for your SSN	(a) Alternative family size	(b) Alternative monthly contribution amount	(c) Alternative start month	(d) Alternative stop month
36	Alternative entries for your spouse's SSN	(a) Alternative family size	(b) Alternative monthly contribution amount	(c) Alternative start month	(d) Alternative stop month