

## SCHEDULE C WORKSHEET

CLIENT NAME (OWNER)	ADDRESS OF BUSINESS
BUSINESS NAME	EIN
Business started during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No	Accounting method: <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
Did you make any payments during the year that would require you to file Form(s) 1099? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If "Yes", did you or will you file required Form(s) 1099? <input type="checkbox"/> YES <input type="checkbox"/> NO	

### INCOME

Gross receipts or sales	
Returns and allowances	
Cost of goods sold	Inventory at beginning of year
	Purchases less cost of items for personal use
	Cost of labor (Do not include amounts paid to self)
	Materials and supplies
	Other costs
	Ending Inventory
Other Income	

### EXPENSES (Provide 1098/1099s if applicable)

Advertising		Supplies	
Commissions		Real Estate Taxes	
Contract Labor		Other taxes (payroll)	
Insurance (Liability, etc.)		Licenses and Dues	
Health Insurance (for employees)		Travel	
Mortgage Interest (paid to banks) Provide 1098		Meals	
Other Interest (credit cards/other loans)		Utilities	
Legal and Professional fees		Phone	Land <span style="margin-left: 20px;">Cell</span>
Office Supplies & Postage		Wages (W2s issued)	
Rent (vehicles, machinery, equipment)		Bank and Credit Card fees	
Rent (other business property)		Small Tools	
Repairs and maintenance		Other:	
		Other:	
Health Insurance (taxpayer)		Other:	

**Office in your home:**  Yes  No Home total sq. footage: \_\_\_\_\_ Sq. footage of Office: \_\_\_\_\_

## Vehicle Expenses

Make, model and year of vehicle: \_\_\_\_\_

Month/day/year vehicle was placed in service this tax year (if different vehicle than prior year): \_\_\_\_\_

Do you have written records showing the date, miles and business purpose for each trip?  Yes  No

Mileage		Actual Expenses	
Total Miles Driven:		Gasoline, oil, lube:	
Total Business Miles:		Repairs, parts, wash:	
Parking, tolls, license		Tires, batteries, supplies, etc.	
		Insurance	
Odometer (beginning of year):		Interest expense:	
Odometer (end of year):		License Fees/Other specify	

### Purchases and Sales of Equipment & Major Repairs

Item Description	Date Purchased	Cost	Business % of Use	Date Sold	Sale Price

**Notes:**