

Schedule C Worksheet

for Self Employed Businesses and/or Independent Contractors

► **IRS requires we have on file your own information to support all Schedule C's**

Business Name (if any) _____ Address (if any) _____

Is this your first year in business? Yes No Federal ID # (if any) _____

Did you make payments requiring a Form 1099? Yes No If 'YES' did you file required Form 1099? Yes No

Total Gross Business Income (not necessarily amount shown on 1099's) \$ _____

Retail Businesses ONLY:

| | |
|--|----------|
| Beginning Inventory | \$ _____ |
| Merchandise Purchased for Resale | \$ _____ |
| Cost of labor (Do not include \$'s paid to yourself) | \$ _____ |
| Materials & Supplies | \$ _____ |
| Other Direct Sales Costs | \$ _____ |
| Ending Inventory | \$ _____ |

All Businesses:

| | | | |
|--|----------|--|----------|
| Advertising | \$ _____ | Repairs and Maintenance | \$ _____ |
| Commissions and Fees | \$ _____ | Supplies (not included above) | \$ _____ |
| Contract Labor (1099's Issued, if app) | \$ _____ | Real Estate Taxes (If paid for business) | \$ _____ |
| Insurance (other than health) | \$ _____ | Other Taxes (Payroll) | \$ _____ |
| Health Insurance (for you) | \$ _____ | Travel (do not include meals) | \$ _____ |
| Health Insurance (for your employees) | \$ _____ | Meals and Entertainment | \$ _____ |
| Mortgage Interest (If paid for Business) | \$ _____ | Utilities | \$ _____ |
| Other Interest Paid | \$ _____ | Wages (W-2's Issued) | \$ _____ |
| Professional Fees | \$ _____ | Bank and CC Charges | \$ _____ |
| Office Expenses | \$ _____ | Tools | \$ _____ |
| Rent on Business Property | \$ _____ | Uniforms ... logo .. YES or NO | \$ _____ |
| Equipment Rentals | \$ _____ | License / Dues | \$ _____ |
| Telephone ___ % used for business | \$ _____ | Other _____ | \$ _____ |

► Business Mileage _____ (Do not include mileage to and from home unless your office is in your home)

Question MUST be answered >> Do you have "evidence" to support your mileage? . . . Yes No
and this if applicable >> If yes, is the "evidence" written? Yes No

"Evidence" includes mileage logs, appointment records, calendars, etc. plus IRS could ask for odometer readings from oil changes, repair invoices, purchase and sale documents.

► Did you purchase any major pieces of equipment? No Yes IF YES list:

| | | |
|-----------------|------------|--------------|
| Equipment _____ | Date _____ | Amount _____ |
| Equipment _____ | Date _____ | Amount _____ |

► Do you have an Office in Your Home? Yes No IF YES Complete questions below

Sq. Ft of Office _____ Sq. Ft of Home _____ Real Estate Taxes \$ _____

Mortgage Interest / Rent Paid \$ _____ HO Insurance \$ _____ Utilities (Lights and Gas) \$ _____



I certify that I have listed **all income, all expenses**, and I have documentation to back up the figures entered on this worksheet. For tax year _____

Printed Name _____ Signature _____ Date _____