

This worksheet should be used to help summarize your business income and expenses. You should maintain detailed records such as receipts for all expenses, a mileage log, payments received, bank statements, checks written, etc. These records may be required in case of an audit.

## Self-Employed Persons (Schedule C)

NAME \_\_\_\_\_

TAX YEAR \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

PRINCIPAL BUSINESS ACTIVITY \_\_\_\_\_

ACCOUNTING METHOD  CASH  ACCRUAL (check one)

FEDERAL IDENTIFICATION NUMBER (EIN)

(If one has been issued).

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Did you pay any sole proprietors, partnerships or LLCs more than \$600 in the tax year? YES NO

### GROSS INCOME

Gross Sales \_\_\_\_\_

Returns/Allowances \_\_\_\_\_

### COST OF GOODS SOLD

Beginning Inventory \_\_\_\_\_

Ending Inventory \_\_\_\_\_

Purchases \_\_\_\_\_

Personal Use Items \_\_\_\_\_

Cost of Labor \_\_\_\_\_

Materials/Supplies \_\_\_\_\_

### HOME OFFICE

Total Area of Home \_\_\_\_\_ sq ft

Area Used Exclusively for Business \_\_\_\_\_ sq ft

Date Home Purchased \_\_\_\_\_

Improvements \_\_\_\_\_

Mortgage Interest \_\_\_\_\_

Property Taxes \_\_\_\_\_

Insurance \_\_\_\_\_

Utilities \_\_\_\_\_

Repairs & Maintenance \_\_\_\_\_

### EXPENSES

Advertising \_\_\_\_\_

Commissions \_\_\_\_\_

Contract Labor \_\_\_\_\_

Professional Dues/Subscriptions \_\_\_\_\_

Employee Retirement Plans \_\_\_\_\_

Utilities \_\_\_\_\_

Health Insurance Premiums \_\_\_\_\_

Other Insurance Premiums \_\_\_\_\_

Interest Expense \_\_\_\_\_

Legal and Accounting Fees \_\_\_\_\_

Office Expenses \_\_\_\_\_

Rent \_\_\_\_\_

Repairs/Maintenance \_\_\_\_\_

Wages \_\_\_\_\_

Sales Tax (if included in gross sales) \_\_\_\_\_

Supplies \_\_\_\_\_

Taxes/Licenses \_\_\_\_\_

Cell Phone \_\_\_\_\_

Total Business Miles Driven \_\_\_\_\_

Travel \_\_\_\_\_

Total Meals/Entertainment \_\_\_\_\_

Equipment Purchases > \$500 (List Separately)

Example: Copier \$526.00 \_\_\_\_\_

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