

BUSINESS WORKSHEET (Schedule C/Self-Employed)

You must keep all business receipts for 5 years

Business Name: _____ **EIN:** _____

Type of Work performed: _____

Total Sales/Income: _____

Business miles driven during the year: _____ **Non-business Miles** driven: _____

(IRS requires that keep a written log) **Type of Vehicle:** _____

Expenses:

- Advertising: _____
- cell phone: _____
- cleaning & maintenance: _____
- contractors (1099misc): _____
- casual labor (under \$600): _____
- cost of materials/inventory: _____
- * If listing inventory* Beginning Inventory Amt: _____ Ending Inventory Amt: _____
- gas/fuel for vehicle: _____
- gas/fuel for equipment: _____
- insurance general liability: _____
- insurance vehicle: _____
- interest on business loans: _____
- interest on vehicle loans: _____
- legal/accounting fees: _____
- licenses/permits: _____
- meals (not entertainment): _____
- office supplies: _____
- payroll wages to employees: _____
- rental of equipment: _____
- repairs to equipment: _____
- supplies: _____
- tools: _____
- travel/hotel expense: _____
- uniforms/safety shoes: _____
- utilities: _____
- vehicle repairs: _____
- workers comp: _____

Did you sell any equipment/vehicles that was claimed in a prior year:

Description: _____ Amount: _____ Date Sold: _____

Description: _____ Amount: _____ Date Sold: _____

Major Business Equipment/Vehicle Purchased this year (over \$2,500):

Description: _____

Date: _____ Amount paid: _____

Description: _____

Date: _____ Amount paid: _____

Do you designate a specific area in your house for a business office? Yes No

SQ footage of home _____ SQ footage of office _____

Client's Signature

Date