

BUSINESS WORKSHEET FOR SCHEDULE C (1099misc or Single owner LLC)

***You must keep all business receipts for 5 years**

Type of Work performed: _____

Total Sales/Income: _____

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

*(You must keep a written log) **Type of Vehicle:** _____

Expenses:

- Advertising _____

- cell phone _____

- cleaning & maintenance _____

- contractors (1099misc) _____

- casual labor (under \$600) _____

- **cost of Materials/Inventory** _____

- gas/fuel for vehicle _____

- 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 _____

- Payroll taxes _____

- rental of office space _____

- rental of equipment _____

- repairs to equipment _____

- supplies _____

- tools _____

- travel/hotel expense _____

- uniforms/safety shoes _____

- utilities _____

- vehicle repairs _____

- workers comp _____

- Any other expenses not listed above:

Description of expense _____ Amount _____

Description of expense _____ Amount _____

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? Y/N _____

sq footage of home _____ sq footage of office _____