

# Schedule C Worksheet

Principal Business or Profession \_\_\_\_\_ Business Name: \_\_\_\_\_

Address (if different than home): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Employer ID # (EIN) \_\_\_\_\_

## Income

Please provide all income received including any 1099 Misc Forms. \$ \_\_\_\_\_

## Expenses

Advertising	\$ _____	Office Expenses	\$ _____
Commissions & Fees	\$ _____	Supplies	\$ _____
Contract Labor	\$ _____	Repairs/Maintenance	\$ _____
Employee Payroll	\$ _____	Rent/Lease Bus machinery/equipment, Etc.	\$ _____
Employee Benefits	\$ _____	Legal/Professional Fees	\$ _____
Taxes (All Incl. Payroll)	\$ _____	Meals	\$ _____
Licenses	\$ _____	Entertainment/Gifts	\$ _____
Office Rent/Mortgage Int.	\$ _____	Tax Prep Fees	\$ _____
Utilities	\$ _____		

Other Expenses: Please List Name & Amount:

Do You use a vehicle in your business? If so, please provide the following information:

Vehicle Make/Model \_\_\_\_\_ Date Placed in service in business: \_\_\_\_\_

What was the purchase price of the vehicle: \$ \_\_\_\_\_ Was the vehicle available for personal use ? YES NO

Do you have written evidence to support your vehicle deduction( Mileage Log or Receipts)? YES NO

Are you claiming Mileage or actual expenses? (Note: You must claim the same as you claimed in previous years) \_\_\_\_\_

MILEAGE: Total Miles \_\_\_\_\_ Business Miles \_\_\_\_\_ Personal Miles \_\_\_\_\_

ACTUAL EXPENSES: Gas, maintenance, repairs, taxes, interest on loan, DMV fees, etc: \$ \_\_\_\_\_

Parking & Tolls \_\_\_\_\_

If you do not have any business expenses, please provide an explanation: \_\_\_\_\_

I, acknowledge that I have receipts and records regarding my personal business in my possession. I have provided the above summary to Huffman & Phelps Tax Service for the preparation of my income tax return.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_