

BUSINESS (SCHEDULE C) WORKSHEET

Name _____

Main business activity and product _____

Business name and address _____

Employer identification number _____

Receipts:

Sale of goods and services:

Services _____
Goods _____
Credit card sales _____
Other (list) _____

Other business income:

Total receipts _____

Other Information Needed:

Beginning inventory - at cost _____
Ending inventory - at cost _____

If using accrual method:

Accounts receivable _____
Accounts payable _____

Home business expense information:

Square feet of home _____
Square feet used for business _____

If you are a child care provider:

Total number of hours the home was
used for child care during the year _____

Disbursements:

Purchase of goods for resale _____
Advertising _____
Bank charges _____
Car and truck expense or number
of business miles driven _____
Commissions _____
Dues and subscriptions _____
Employee health and medical _____
Freight _____
Insurance _____

Mortgage interest paid to
financial institutions _____
Interest on business debt _____
Laundry and cleaning _____
Attorney fees _____
Other professional fees _____
Pension and profit sharing _____
Other (list) _____

Rent* _____
Repairs _____
Supplies _____
Taxes: _____
Property _____
Payroll _____
Sales _____
Other (list) _____

Travel costs and motel (not meals) _____
Meals and entertainment _____
Telephone (business portion only) _____
Utilities _____
Wage to your spouse _____
Wages to your children under 18 _____
Other wages _____

Total disbursements _____

** All business or rental expense payments for services, rent, or interest that total \$600. or more annually to one recipient are required to be reported on a 1099. Payments to a corporation do not need to be reported unless they are to attorneys or veterinarians. Most LLC's are not corporations and must be issued a 1099. See question on next page.

Please use other side for purchase or sale of property and equipment.

***Please provide copies of equipment lease agreements.**

PURCHASE OF PROPERTY AND EQUIPMENT (Provide closing statement on land and building purchases)

<u>*EXACT*</u> <u>Date Acquired</u>	<u>Description</u>	<u>New or Used</u>	<u>Boot Including</u> <u>Sales Tax</u>	<u>Item Traded</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SALE OF PROPERTY AND EQUIPMENT (Provide closing statement on sale of land and buildings)

<u>Description</u>	<u>Date Acquired</u>	<u>*Exact*</u> <u>Date Sold</u>	<u>Cost</u>	<u>Sales Price</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Did you have any expenses that require a 1099? _____
Were 1099's issued to all those who should have received one? _____

I HAVE IN MY POSSESSION DOCUMENTS TO SUPPORT THE ABOVE DEDUCTIONS

Signed _____