

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:

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 _____

Total receipts \$

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	
Entertainment	
Telephone (business portion only)	
Utilities	
Wage to your spouse	
Wages to your children under 18	
Other wages	

Total disbursements \$

Note: 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 and purchase agreements for equipment.)

<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 _____