

Taxpayer _____ **Tax Year** _____
Self Employed - Schedule C -Sole Proprietor Income & Expenses
Input Sheet

Gross Receipts

Cash \$ _____ 1099 Misc \$ _____ **Total Gross Receipts** \$ _____

Deductions for Business only

Advertising (business cards, ads, pens with name on it, signs, etc.) \$ _____

Auto Mileage or Actual Expenses Date you place the vehicle in service _____
(can only take one or the other, cannot go back and forth) Cost of the vehicle _____
Type of vehicle YR _____ Make _____ Model _____
Total Miles driven all year _____ Commuting Miles _____
Business Miles driven all year _____

Commission and Fees (commission pd to non-employees or Independent Contractor) \$ _____

Contract Labor (money pd to outside vendors, must issue Form 1099 MISC to vendors you paid over \$600 for work) \$ _____

Depreciation (Depreciate equipment that last longer than a year, i.e. computers, printers, tools, lawn equipment)
*****List on back, what item you purchase, date purchased, % business use and amount *****

Employee Benefit Program (accident and health plans, group-term life insurance, and dependent care assistance programs for your employees) \$ _____

Insurance (Workman's Comp, disability (do not include Health)) \$ _____

Mortgage Interest (Mtg Interest used on real property for business) \$ _____

Other Interest on Business Debt \$ _____

Legal and Professional Services \$ _____

Meals and Entertainment (meals while entertaining business clients) \$ _____

Office Expense (consumable office supplies, postage) \$ _____

Pension & Profit Sharing plans (for your employees) \$ _____

Rent or Lease of: Machinery or Equipment \$ _____

Other Business Property \$ _____

Repairs and Maintenance (Incidental fees paid for repairs for computers, etc) \$ _____

Supplies (equipment that last less than 1 year) \$ _____

Taxes and Licenses \$ _____

Travel

Airplane	\$ _____
Hotel	\$ _____
Uber	\$ _____
Rental Car	\$ _____

Utilities (utilities expense for separate place of business, **not home utilities**) \$ _____

Other Expenses

Include: **Cell phone** (yearly amount multiplied by business use percentage

Yearly amount \$ _____ divided by 2 (husband and wife) = \$ _____
 X _____ %
 Cell phone total \$ _____

Internet (yearly amount multiplied by business use percentage)

Yearly amount \$ _____ divided by 2 (husband and wife) = \$ _____
 X _____ %

Internet total \$ _____ **Examples**

of other expenses include:

- Amortization (see note below) \$ _____
- Bank fees \$ _____
- Books related to your business or profession \$ _____
- Education \$ _____
- Dues to professional societies \$ _____
- Gifts (\$25 limit) \$ _____
- Software \$ _____
- Subscriptions \$ _____
- Trade publications and professional journals \$ _____
- Website \$ _____
- QuickBooks Fee \$ _____
- Antivirus \$ _____
- Credit Card Fees \$ _____

<u>Item Purchased</u>	<u>Date Purchased</u>	<u>% of Business Use</u>	<u>Amount</u>
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All above information is complete and accurate to the best of my knowledge

Sign _____ **Date** _____