

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

Gross Receipts

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

COST OF GOODS SOLD (Supplies and Materials to do your business) \$ _____

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 Form1099 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 (how many on plan) = \$ _____
 X _____ % Business Percentage
 Cell phone total \$ _____

Internet (yearly amount multiplied by business use percentage)

Yearly amount \$ _____ divided by (how many use internet) = \$ _____
X _____ % Business Percentage
Internet total \$ _____

Examples of other expenses include:

- Antivirus \$ _____
- Bank fees \$ _____
- Books related to your business or profession \$ _____
- Credit Card Fees (ie: Intuit/Square) \$ _____
- Dues to professional societies \$ _____
- Education \$ _____
- Gifts (\$25 limit) \$ _____
- Postage \$ _____
- QuickBooks Fee \$ _____
- Software \$ _____
- Subscriptions or Dues \$ _____
- Trade publications and professional journals \$ _____
- Website \$ _____

ASSETS PURCHASED

<u>Purchased</u>	<u>Date Purchased</u>	<u>% of Business Use</u>	<u>Amount</u>
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Questions:

How long have you been in business? _____ Who maintains the business records? _____

Can you provide documentation to substantiate your business?

Business cards Occupational licenses Business stationary Receipt book

Do you have separate bank accounts for business and personal? Yes No

If Yes: what form will be provided to preparer to prove this: _____

If No: How do you differentiate between personal and business? _____

Did you provide the preparer with satisfactory records of income and expenses? Yes No

If yes, in what form? _____

Are all the expenses documented on this input sheet? Yes No If no, then why? _____

All above information is complete and accurate to the best of my knowledge

Sign _____ Date _____