

**Business Income & Expense (Schedule C): Complete worksheet or provide QuickBooks file**

Principle Business or Profession: \_\_\_\_\_

Business Name: \_\_\_\_\_

Employer ID # (if applicable): \_\_\_\_\_

Business Address (If other than home): \_\_\_\_\_

Business Owned by:  Taxpayer  Spouse  
 Accounting Method  Cash  Accrual  
 Material Participation  Yes  No  
 First Year of Business?  Yes  No

**Documents to submit:**  
 12/31 Bank & Loan Stmts:   
 Shareholder information:

			<b>Amount</b>
<b>Income</b>	<b>Amount</b>	<b>Inventory at beginning of year</b>	
Gross Receipts or Sales		Purchases (add)	
Returns & Allowances		Personal Use (subtract)	
Other Income		Ending inventory (subtract)	
		<b>Cost of Goods Sold</b>	
<b>Expenses</b>	<b>Amount</b>		<b>Amount</b>
Auto Expenses (not mileage)		Licenses & Permits	
Advertising		Travel	
Commissions/Fees		Meals & Entertainment	
Health Insurance		Utilities	
Other Insurance		Subcontractors	
Professional Fees		Education & Seminars	
Office Supplies		Internet Service	
Rent, office space		Telephone	
Rent, Equipment		Dues & Subscriptions	
Repairs & Maintenance		Postage & Delivery	
Supplies		Other (list):	
Payroll & Payroll taxes			

**Rental Miles Driven:** 1/1-6/30: \_\_\_\_\_ 7/1-12/31: \_\_\_\_\_ Written Evidence: Yes No

**Total Miles Driven:** \_\_\_\_\_ **Vehicle information:** Make \_\_\_\_\_  
 Model \_\_\_\_\_

**Depreciation:**

Property	Date Acquired	Cost or Other Basis	Prior Depreciation