

***Self-Employed Business Expenses (Schedule C) Worksheet***

***For unincorporated businesses or farms. Use separate sheet for each type of business***

**Use a separate worksheet for each business owned/operated. Do not duplicate expenses.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, state that for the year of \_\_\_\_\_\_, I was self-employed. My business was located at the following address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Name & type of business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owned/Operated by:  Client  Spouse

I also state that I was paid cash for all my transactions and invoices.

**Income:** Total sales, fees or honoraria in exchange for services or goods (Please explain if this figure includes

amount(s) shown on Form(s) 1099 & include copies.) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expenses:**

 **NOTE:** Expenses must be ***ordinary*** and ***necessary*** for your business to be deductible.

Advertising $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Commissions & fees paid to others $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contract labor $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Did you pay $600 or more in total during the year to any individual? No  Yes; Please attach a copy of the 1099-MISC(s) that you filed.

|  |  |
| --- | --- |
|  Business and/or liability insurance  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Legal & professional expenses  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Office supplies purchased  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Professional memberships  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Rental/lease of equipment, machinery, etc.  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Rental/lease of office space, land, buildings, etc.  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Travel (away from home; do not include meals & entertainment)  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Job Supplies (non-inventory; only portion actually used for jobs)  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  **Total** meals & entertainment (50% is allowed as a deduction.)  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Utilities  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Continuing education, classes, seminars, etc. (Travel as a form of education is not allowed.)  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Other (please itemize)  |   |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | $\_\_\_\_\_\_\_\_\_\_\_  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | $\_\_\_\_\_\_\_\_\_\_\_  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | $\_\_\_\_\_\_\_\_\_\_\_  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | $\_\_\_\_\_\_\_\_\_\_\_  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | $\_\_\_\_\_\_\_\_\_\_\_  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | $\_\_\_\_\_\_\_\_\_\_\_  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | $\_\_\_\_\_\_\_\_\_\_\_  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | $\_\_\_\_\_\_\_\_\_\_\_  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | $\_\_\_\_\_\_\_\_\_\_\_  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | $\_\_\_\_\_\_\_\_\_\_\_  |

**Total Expenses** except for equipment & depreciation: $\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equipment and other business assets** (attach an itemized list with a description of the asset, the date the item was placed in service, and the purchase price) $\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business-Related Mileage:**

**NOTE:** Keep a written mileage log showing the date, miles, and business purpose for each trip. The IRS does not allow a deduction for undocumented mileage. If there are multiple vehicles, please attach a separate statement with a breakdown per vehicle.

 Month/day/year vehicle was placed in service for business use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Make, model, and year of vehicle \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total miles** this vehicle was driven this year, regardless of purpose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Odometer reading 12/31: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Odometer reading 1/1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Total business-related miles** driven for the year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking fees, tolls, and transportation (e.g. by train or bus): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Cost of Goods Sold:**

|  |  |
| --- | --- |
| Wholesale cost of beginning inventory, January 1  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Purchases  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Withdrawals for personal use & gifts  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Supplies, shipping, & other costs of production  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  Wholesale cost of ending inventory, December 31  | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

Taxpayer Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Taxpayer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spouse Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Spouse Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_