



SCHEDULE C INCOME & EXPENSES

1. Description of business activity/industry _____
 Business Name _____
 Business Address _____
 EIN _____

2. Cash or Accrual

INCOME
 Gross Receipts/Sales _____
 Returns/allowances _____
 Other Income _____

COST OF GOODS SOLD
 Inventory @ beginning of year _____
 Purchases less items used personally _____
 Cost of labor _____
 Materials & Supplies _____
 Inventory @ end of year _____

EXPENSES

Advertising _____	Repairs & Maintenance _____
Bad Debts _____	Supplies _____
Employee Benefits Paid _____	Taxes (payroll, property) _____
Insurance _____	Travel _____
Interest Paid _____	Meals _____
Legal & Professional Fees _____	Telephone _____
Licenses & Permits _____	Utilities (home office on page 2) _____
Office Expenses _____	Wages & Salaries _____
Rent (home office on page 2) _____	_____

PPP Funds Forgiven \$ _____ Date _____ (if applicable)

Self-Employed Health Insurance
 (if not covered by spouse or work plan)

Total cost of monthly premiums paid in 2023 _____

Auto Expense Worksheet
(business use of personal vehicle)

Description of Vehicle _____
 Date placed in service (if new) _____
 Total miles for the year _____
 Personal miles included in total _____
 Business miles included in total _____

ACTUAL EXPENSES

Registration	_____
Gas, oil & repairs	_____
Interest Paid	_____
Parking tolls	_____

Do you have evidence to support business use? Yes No
 Is the vehicle available off duty hours? Yes No
 Was the vehicle used primarily by a >5% owner? Yes No
 Is another vehicle available for personal use? Yes No

Home Office Worksheet
(if used for business and no other location is available)

Total area of house _____ Area used for Business _____

INDIRECT EXPENSES (to be allocated)

Mortgage Interest or Rent Paid	_____
Real Estate Taxes	_____
Insurance	_____
Utilities	_____
Repairs & Maintenance	_____
Other	_____

DIRECT EXPENSES (specific to office space)

Utilities (metered separately)	_____
Repairs & Maintenance	_____
Other	_____
Other	_____

List improvements (over \$2,500) during the year:

Description	Date	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____