



SCHEDULE C INCOME & EXPENSES

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

2. Cash or Accrual

3. If property was purchased or sold this year, please provide the closing statement

4. Please list improvements or assets purchased (over \$2,500) during the year:

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

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 & Licenses (W-2's)	_____
Insurance	_____	Travel	_____
Interest Paid	_____	Meals	_____
Legal & Professional Fees	_____	Telephone	_____
Licenses & Permits	_____	Utilities	_____
Office Expenses	_____		_____
Rent Paid	_____		_____

Auto Expense Worksheet (#1)

Description of Vehicle _____
Date placed in service (if new) _____
Total miles for the year _____
Total business miles for the year _____
Total personal miles for the year _____

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 (#2)

Total area of house _____ Area used for Business _____

INDIRECT EXPENSES (to be allocated)

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

DIRECT EXPENSES

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

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

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