

Generic Schedule C Checklist

Business Information

- Business name (if different)
- Business address
- SSN or EIN
- Principal business/profession
- Business code (NAICS)
- Accounting method (Cash or Accrual)
- Did you materially participate in this business? (Yes/No)
- New business start date (if applicable)

Income

- Total **gross receipts or sales**
- **1099-NEC** forms
- **1099-K** forms
- Other business income
- Refunds, returns, or allowances (if any)

Expenses

Provide totals or organized records for the following categories:

- Advertising
- Car and truck expenses (standard mileage OR actual expenses)
- Commissions and fees
- Contract labor
- Depreciation & Section 179 (assets purchased)
- Employee benefit programs (not for yourself)
- Insurance (business only, not health)
- Interest (mortgage or business loans)
- Legal and professional services
- Office expenses
- Pensions & profit-sharing plans
- Rent or lease (vehicles, equipment, or other business property)
- Repairs and maintenance
- Supplies
- Taxes and licenses
- Travel

- Deductible business meals
- Utilities
- Wages (if you have employees)
- Other expenses (must be listed separately)

Vehicle Information (If claiming car/truck expenses)

- Date vehicle was placed in service
- Total miles driven for the year
- Total business miles
- Parking fees/tolls
- If claiming actual expenses: gas, repairs, insurance, registration, etc.

Cost of Goods Sold (If applicable)

- Beginning inventory
- Purchases
- Cost of labor (not including owner)
- Materials and supplies
- Other costs
- Ending inventory
- Inventory method (cost, lower of cost/market)