SCHEDULE C BUSINESS INTAKE

SOLE PROPRIETORS • SINGLE-MEMBER LLCS

Complete one packet for each separate business activity.

Owner and Business Information

Taxpayer / owner name: ______________________

Business name: ______________________

Business address: ______________________

EIN, if applicable: ______________________

Business activity / principal product or service: ______________________

Business code, if known: ______________________

Date business started: ______________________

Tax and Accounting Information

Tax year: ______________________

Accounting method (cash or accrual): ______________________

Did you materially participate in the business? ______________________

Were all required Forms 1099 filed or scheduled to be filed? ______________________

Did the business make estimated tax payments? ______________________

Did you start, acquire, sell, or close the business this year? ______________________

Business Accounts and Records

Business bank account(s): ______________________

Business credit card(s): ______________________

Accounting or bookkeeping software: ______________________

Payment platforms used (Square, PayPal, Stripe, etc.): ______________________

Who maintains the books? ______________________

Provide year-end bank, credit-card, merchant, and bookkeeping reports. Income must be reconciled to all payment sources.
Keep business and personal activity separate whenever possible.

A1 TAX & BOOKS
BUILDING FINANCIAL CONFIDENCE

BUSINESS INCOME & EXPENSES

ANNUAL SCHEDULE C SUMMARY WORKSHEET

Business name: ______________________________________ Tax year: ________

Income	Annual Amount
Gross receipts or sales	
Forms 1099-NEC / 1099-MISC	
Forms 1099-K / payment platforms	
Cash, checks, and other income	
Returns and allowances	
Other business income	
TOTAL BUSINESS INCOME	

Expenses - Part 1	
Advertising and marketing	
Car and truck expenses	
Commissions and fees	
Contract labor	
Employee benefit programs	
Insurance (other than health)	
Interest - mortgage	
Interest - other	
Legal and professional services	
Office expense	
Pension and profit-sharing plans	
Rent or lease - vehicles / equipment	

Expenses - Part 2	
Rent or lease - other business property	
Repairs and maintenance	
Supplies	
Taxes and licenses	
Travel	
Business meals (generally limited)	
Utilities	
Wages	
Bank and merchant processing fees	
Software, website, dues, and education	
Other categorized expenses	

Provide totals supported by a profit-and-loss statement, categorized ledger, or spreadsheet.
Do not deduct owner draws, personal expenses, federal income taxes, or loan principal as business expenses.

SUPPORTING TAX INFORMATION

VEHICLE • HOME OFFICE • INVENTORY • ASSETS

Business name: ______________________________________ Tax year: ________

Vehicle and Mileage

- ☐ Vehicle year, make, and model
- ☐ Date first used for business
- ☐ Beginning and ending odometer readings
- ☐ Total annual miles
- ☐ Business miles with date and purpose
- ☐ Commuting miles
- ☐ Parking and tolls
- ☐ Fuel, repairs, insurance, registration, and lease

Business Travel

- ☐ Airfare and ground transportation
- ☐ Hotel and lodging
- ☐ Rental cars
- ☐ Travel meals and business purpose
- ☐ Conference or event registration

Home Office

- ☐ Total home square footage
- ☐ Exclusive office square footage
- ☐ Mortgage interest or rent
- ☐ Utilities and internet
- ☐ Homeowners / renters insurance
- ☐ Repairs and maintenance
- ☐ Date office first used for business

Cost of Goods Sold

- ☐ Beginning inventory
- ☐ Purchases and raw materials
- ☐ Direct labor
- ☐ Packaging and production supplies
- ☐ Freight-in and storage
- ☐ Other production costs
- ☐ Ending inventory
- ☐ Inventory valuation method

Assets and Equipment

- ☐ Computers and technology
- ☐ Furniture and equipment
- ☐ Machinery and tools
- ☐ Vehicle purchases
- ☐ Purchase date and cost
- ☐ Date placed in service
- ☐ Trade-in or disposal information
- ☐ Prior depreciation schedule

Payroll and Contractors

- ☐ Payroll summaries and Forms W-2 / W-3
- ☐ Quarterly payroll tax returns
- ☐ Independent contractor payments
- ☐ Forms W-9 and 1099-NEC
- ☐ Workers' compensation insurance

Keep contemporaneous mileage records. For mixed-use assets and expenses, provide the business-use percentage.
List each new asset separately so the correct depreciation treatment can be determined.

DOCUMENT CHECKLIST & TIPS

YEAR-END RECORDS • BETTER BUSINESS HABITS

Use the checklist before submitting your records for tax preparation.

Income and Banking Records

- ☐ Year-end profit-and-loss statement
- ☐ Business bank statements
- ☐ Business credit-card statements
- ☐ Forms 1099-NEC, 1099-MISC, and 1099-K
- ☐ Merchant and payment-platform reports
- ☐ Cash-income records
- ☐ Sales-tax reports, if applicable

Expense Support

- ☐ Receipts and invoices
- ☐ Loan and interest statements
- ☐ Insurance and rent statements
- ☐ Professional fee invoices
- ☐ Travel and meal documentation
- ☐ Mileage log
- ☐ Home-office expense summary

Year-End and Other Records

- ☐ Inventory count and valuation
- ☐ Asset purchase / sale documents
- ☐ Payroll and contractor reports
- ☐ Estimated tax payment confirmations
- ☐ Prior Schedule C and depreciation schedule
- ☐ Tax notices and correspondence

1. Separate Business Finances

- ☐ Use dedicated bank and credit-card accounts.
- ☐ Avoid paying personal expenses from the business.

2. Reconcile Every Month

- ☐ Match bank, card, and payment-platform activity.
- ☐ Resolve duplicate or missing transactions promptly.

3. Save More Than Receipts

- ☐ Record the business purpose for meals and travel.
- ☐ Keep contracts, invoices, and proof of payment.

4. Track Mileage as You Drive

- ☐ Record date, destination, purpose, and miles.
- ☐ A year-end estimate is weaker than a current log.

5. Plan for Taxes

- ☐ Review profit and estimated payments during the year.
- ☐ Do not wait until filing season to assess cash needs.

6. Keep Records by Tax Year

- ☐ Store digital files in clearly named folders.
- ☐ Retain records based on their tax and legal purpose.

Good books help you understand your business - not just prepare your tax return.

This organizer is general and does not replace tax advice based on your specific circumstances.