WILLIAMS BUSINESS ITEMS CHECKLIST – SCHEDULE C

Name:	/	Type of Bus:
Expenses:		Income:
	Accounting	□ Supplies
	Advertising	☐ Taxes & Licenses:
	Bank Charges	o Real Estate
	~	o Payroll
	o Gas	 Personal Property
	o License	o Sales
	o Repairs & Maint	☐ Telephone
	o Insurance	□ Tools
	o Total Mileage	□ Travel
	o Business Mileage	Meals & Ent
	 Type of Vehicle 	☐ Uniforms
		☐ Utilities (electric, water,
	 Date placed in service 	internet)
		□ Wages
	Commissions	Other Miscellaneous items
	Contract Labor	
	Delivery	Assets purchased
	Dues & Subscriptions	o What?
	Health Insurance	When purchased?
	Insurance (other than Auto &	o Cost?
	Health)	
	Interest	Use of Home for Business:
	Janitorial	
	Laundry & Cleaning	☐ Area of Homesq. ft.
	Legal & Professional	☐ Area of Officesq. ft.
	Office Expense	☐ Mortgage Interest
	Outside Services	☐ Real Estate Taxes
	Parking & tolls	☐ Insurance
	Postage	☐ Home Owner Association
	Printing	Fees
	Rent	☐ Security
	Repairs	☐ Utilities (electric, water,
	Security	internet)
	Startup costs	
	Cost of goo	
	Purchases	Ending Inventory