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Schedule C Tax Preparation Guide:

Business Name: _____

Business/Profession/Service Type: _____

Business Address: _____

Business EIN/SS#: _____

Gross Receipts/Sales: \$ _____

Cost of Goods: _____ Returns: _____

Expenses:

Advertising: _____

Auto/Mileage: _____

Vehicle Make/Model/Year: _____

Commissions/Fees: _____

Contract Labor: _____

Depreciation: _____

Employee Benefits/ Wages: _____

Insurance: _____

Interest(Mortgage/Loans): _____

Legal/Professional Fees: _____

Office Expense: _____

Pension/Profit Sharing: _____

Rent/Lease: _____

Repairs/Maintenance: _____

Supplies: _____

Taxes/Licenses: _____

Travel/Meals: _____

Utilities: _____

Other: _____

Name: _____

Signature: _____

By completing this form, you are providing a summary of expenses that have been documented and verified. The tax preparer does not verify nor confirm the accuracy of the expenses. The tax preparer merely reports the information provided by you.

Instructions/Guide:

Business Information: If the business is in name of filer, filer's address and no EIN, filer's name, home address and SS# to be used.

Gross Receipts/Sales: Income from the business.

Cost of Goods>Returns: If an business buys and sells products and has items returned, this amount will reduce the gross sales income.

Expenses:

Advertising: Website maintenance, business cards, online ads, newspaper ads, purchase of advertising items.

Auto/Mileage: Mileage expense to conduct business.

Commissions: Expense paid to third party to sell, market, etc.

Contract Labor: Expenses paid to third party to build, assemble, package, etc.

Depreciation: Amortization of capital purchases, i.e. computers, printers, office equipment, etc.

Employee Benefits/Wages: Expenses paid to maintain or directly to employees, insurance benefits.

Insurance: Property Insurance, liability insurance, umbrella policies, cyber insurance.

Interest: Mortgage or business loan interest paid.

Legal/Professional Fees: Attorney fees for leases, contracts, tax preparation fees.

Office Expense: Rent and utilities paid for office.

Pension/Profit Sharing: Expenses paid to employees for 401k or profit sharing.

Rent/Lease: Expenses paid for equipment.

Repairs: Repairs and maintenance costs are those to maintain business equipment.

Supplies: Expenses necessary to maintain the business but not capital purchases.

Taxes/Licenses: Tax paid on sale of goods. License fees for business or registration with government agencies.

Travel/Meals: Hotel, conferences, business meals.

Utilities: Internet, Cell phone, office phone.