

Schedule C Checklist (for those filing as a sole proprietor/dba/LLC treated as a disregarded entity)

Business Name: _____ Date formed: _____
Point of Contact: _____
Tax Year: _____ Owner(s) _____

Please provide a description of the product/service your business provides:

Included N/A

Cash Basis Balance Sheet if we do not have access to your QuickBooks

Cash Basis P&L if we do not have access to your QuickBooks

Cash Basis General Ledger in excel format if we don't have access to your QuickBooks

Number of W2's issued during the year: _____ (please upload copies)

If not providing a Balance Sheet or General Ledger, please provide a list o assets purchased
Include date purchased/name & description of item/ amount paid

If any new loans taken out during the year, we need to know date/amount/interest paid

If you do not have an office outside of the home, please provide the following:

Office sf: _____ House sf: _____

If you used your personal car for business purposes, please provide the following:

If you leave any information blank, we will not be able to take an automobile deduction

Make/Model/Year of vehicle _____

Total miles driven: _____

Business miles driven: _____

Is the vehicle leased? Yes No

I understand that it is my responsibility to provide a detailed log supporting
my business use mileage to the IRS if I were to get audited

Please sign or print your name here: _____

Did you pay any vendors more than \$600 during the year by check, cash, PERSONAL Venmo or Zelle?

Yes No

If yes, did you issue 1099's as required?

Yes No

If you paid someone else to prepare your return in the prior year and did not include the cost in your
business expenses, how much did you pay (so we can take it as a deduction)? _____

Do you plan to buy a house in the next two years?

Yes No

Did you receive any 1099 NEC/Misc from customers?

Yes No

If yes, please include copies with your tax documents

If your business has a profit, are you interested in contributing to a retirement plan if eligible?

Yes No

Did you receive \$5,000 or more through a merchant account, Stripe, or Venmo?

Yes No

If yes, please include copies for the 1099K's with your tax documents

If the following are not included in your financial statements, please provide the amounts below:

Yearly internet expense _____
Yearly cell phone expense (for the owner only) _____

Did you pay for health or dental insurance outside of your or your spouses W2 job?

Yes No

If yes, please provide the total premiums paid: _____

Any additional information you believe we need to be aware of?

New clients only or if this is the first year with the LLC:

Please include the following items with your tax documents

Operating Agreement if an LLC

EIN number issued by the IRS if applicable

LLC formation paperwork filed with the state

TX Franchise Webfile number (a six digit number preceded by XT or FQ issued by the state when you first formed your LLC/Inc.)

We cannot file your TX Franchise without this information