

Williams Accounting & Tax Services LLC

Schedule C Business Organizer — Tax Year: _____

Owner:

Business Name:

1. Business Income

Category	Annual Total (\$)
Gross Receipts / Sales (Total cash, checks, and digital payments)	
1099-NEC / 1099-K Reported Income (Provide forms to accountant)	
Returns and Allowances (Refunds provided to customers)	

2. Business Expenses

Expense Category	Total (\$)	Expense Category	Total (\$)
Advertising & Marketing		Legal & Prof. Fees	
Accounting		Bank Fees	
Contract Labor (1099s)		Office Supplies	
Insurance (Liability, etc)		Rent (Equip/Machinery)	
Interest (Mortgage/Bus. Loan)		Rent (Office/Shop)	
Repairs & Maintenance		Supplies (Materials)	
Professional Fees / Licenses		Utilities	
Payroll Wages		Taxes	
Travel (Air, Lodging)		Business Meals	
Dues & Subscriptions		Other:	
Other:		Other:	
Other:		Other:	
Other:		Other:	
Other:		Other:	
Other:		Other:	
Other:		Other:	

3. Business Use of Vehicle

Year/Make/Model:	Total Miles:	Business Miles:
Date Put in Service:	Commuting Miles:	Personal Miles:

Note: IRS requires a written mileage log to support these figures.

4. Business Use of Home

Total Sq Ft of Home:	Home Interest/Rent:	Repairs/Maint:
Sq Ft of Office:	Utilities/Insurance:	Other:

5. Inventory (If Applicable)

Beg. Inventory (Jan 1)		End. Inventory (Dec 31)	
Purchases during year		Cost of Labor/Materials	

Client Attestation: I certify that I have the necessary documentation (receipts, logs, etc.) to support the income and expenses listed above.

Signature:

Date:
