

WILLIAMS AZ BOOKKEEPING & TAX SERVICES

928-554-2215 | WilliamsAZBookkeeping.com

2026 Schedule C Client Worksheet

Business information, income and inventory

Owner name: _____

Business name: _____ EIN (if any): _____

Business activity: _____

Accounting method: Cash / Accrual / Unsure Started or closed in 2026? Yes / No

Use annual totals from your records. Enter 0 or N/A where appropriate. Include cash and income without a Form 1099. Count each payment once. Upload this worksheet through TaxDome.

INCOME

Category / information	Annual total (\$)
Total gross receipts - before fees/refunds; include Forms 1099	
Included above: income reported on Forms 1099 (count once)	
Included above: income NOT reported on Forms 1099	
Returns, refunds and allowances	
Other business income - describe below	

The two "Included above" amounts break down total gross receipts. **Do not add them to that total.**

Are all business 1099 amounts included above? Yes / No / Unsure

Was the same income reported on more than one Form 1099? Yes / No / Unsure

Upload every business 1099-NEC, 1099-MISC and 1099-K. Explain any overlap or difference.

Other income description: _____

COST OF GOODS SOLD / INVENTORY - complete if applicable

Do not include these same costs again in expenses on page 2.

Inventory / production	Total (\$)	Inventory / production	Total (\$)
Inventory at beginning of year		Materials and supplies used in production	
Purchases for resale - exclude personal withdrawals		Other production costs - attach description	
Direct production labor - exclude pay to yourself		Inventory at end of year	

Inventory valuation: Cost / Lower of cost or market / Other / Unsure

Any change in inventory method or beginning inventory? Yes / No. If yes, attach details.

IRS EXPENSE AND RECORDKEEPING RULES

Expenses generally must be **ordinary** (common in your business) and **necessary** (helpful and appropriate). Deduct only business costs; personal costs are not deductible. Assets may need separate tax treatment.

Keep receipts, invoices and proof of payment showing the date, payee, amount, item or service, and business purpose. A bank or credit-card statement alone may not establish every required detail. Clear electronic records are acceptable; keep your supporting records even when only totals are requested.

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Annual business expense totals

Owner / business: _____
Enter business amounts only. Do not count an expense twice. Enter the **full meal cost before percentage limits**; our office will determine the deductible amount.

Expense category	Total (\$)	Expense category	Total (\$)
Advertising		Rent / lease - vehicles, machinery and equipment	
Car and truck expenses - provide vehicle details on page 3	Office use	Rent / lease - other business property	
Commissions and fees		Repairs and maintenance	
Contract labor - nonemployee services		Supplies - exclude inventory and production supplies	
Depletion - if applicable		Taxes and licenses - exclude personal income taxes	
Depreciation and section 179 - list assets on page 3	Office use	Travel - business transportation and lodging; exclude meals	
Employee benefit programs - exclude retirement plans		Meals - ordinary business meals (50% category)	
Insurance - business insurance; exclude owner health insurance		Meals - eligible DOT hours-of-service meals (80% category)	
Interest - business mortgage		Meals - possible 100% exception; attach description	
Interest - vehicle loans; provide loan interest on page 3	Office use	Utilities - business portion only	
Interest - other business loans; exclude principal payments		Wages - employees only; exclude owner draws / pay	
Legal and professional services		Energy-efficient commercial building deduction - if applicable	Office use
Office expense		Other expenses - total of the itemized amounts below	
Pension and profit-sharing plans - employees only			

OTHER EXPENSES - attach an additional list if needed

Description	Annual business amount (\$)

Keep assets, owner health insurance and owner retirement contributions separate.
We calculate cost of goods sold, deduction limits, total expenses and net profit or loss.

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Vehicles, assets and supporting records

Owner / business: _____

VEHICLE INFORMATION - attach a copy of this section for each vehicle

Year / make / model: _____ First business-use date: _____

Business miles: _____ Commuting miles: _____ Other miles: _____

Total miles: _____ Mileage log available? Yes / No Written or electronic? Yes / No

Available for personal use? Yes / No Another personal vehicle available? Yes / No

If using actual expenses, enter full vehicle costs for all uses below; we will allocate business use.
Do not put these costs elsewhere. Provide mileage even if using actual expenses.

Fuel \$ _____ Repairs \$ _____ Insurance \$ _____ Registration \$ _____

Lease payments \$ _____ Loan interest \$ _____ Other vehicle costs \$ _____

Business parking / tolls \$ _____ Purchased, sold or traded in 2026? Yes / No

ASSETS PURCHASED, SOLD OR TRADED - attach invoices and disposal details

List equipment, computers, furniture, vehicles and improvements separately. Do not include these purchases in expense totals. Attach extra rows, prior depreciation records and sale details if needed.

Asset description	Purchase date	First used	Total cost (\$)	Business %

HOME OFFICE

If you want to deduct a home office, please see separate Home Office Worksheet.

Owner items for separate review: Health insurance paid \$ _____ Retirement contributions \$ _____

RECORDS TO KEEP / DOCUMENTS TO PROVIDE

Keep: For travel, meals and gifts, maintain the amount, date, place and business purpose; for meals and gifts, identify the people and business relationship. Receipts are generally required for expenses of \$75 or more and lodging at any amount, subject to limited exceptions. Records are still required below \$75. Keep a mileage log showing dates, destinations, business purposes and miles.

Retain: Generally keep income-tax records for at least 3 years after filing (early returns are treated as filed on the due date); longer periods apply in some situations. Keep property records through disposal and the applicable limitation period. Keep employment-tax records at least 4 years after the tax is due or paid, whichever is later.

Upload: All business Forms 1099, requested summaries, asset invoices, vehicle purchase/lease records and mileage logs. Keep routine receipts available for review. If you made payments requiring Forms 1099, were the required forms filed? Yes / No / Not applicable.

Sources: IRS.gov/ScheduleC; IRS.gov/publications/p463; IRS guidance on ordinary and necessary expenses, records to keep and record retention. Drake meal-field reference. Reviewed 10/4/2026.