

Schedule C Organizer - Sole Proprietor

Who owns this business?

Taxpayer

Spouse

Legal business name - LLC / PLLC?

What is the business activity?

Business EIN?

Business Income & Expenses * Please provide totals for the YEAR not monthly amounts *

Gross receipts / sales

Advertising expense

Commissions / fees

Contract labor paid

Insurance expense

Interest expense

Professional fees

Office expense

Rent expense

Repairs and maint.

Supplies

Taxes and licenses

Travel expense

Meals

Utilities

Wages - [NOT draws]

Personal cell phone cost:

Business Use %:

Personal internet cost:

Business Use %:

Other Business Expenses:

Fixed Asset Additions - List any new equipment/fixed assets (i.e. New Truck = \$25,000):

NOTE - All fixed asset additions should be greater than \$2,500

If you use a **Personal Vehicle** for this business provide the following...

Make, model, year, and date placed in service:

Total miles the vehicle was driven for the year:

Total miles attributable to business activity ONLY:

Personal Vehicle Expenses:

If you use a **Home Office** for this business provide the following...

Total square footage of the home:

Total square footage of the office space:

Do you want to use the "Simplified Method"?

YES

NO

Home Office Expenses - Please provide copies of Forms 1098 & Real Estate Tax Bills:

Comments:
