

# Income & Expense Sheet for Schedule C

for Single member LLC and sole proprietors. Use separate sheet for each business.

Name of Business \_\_\_\_\_ Owner \_\_\_\_\_ EIN or SS# \_\_\_\_\_  
Type of Business (Industry) \_\_\_\_\_ Business Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## INCOME & EXPENSES

### TOTAL INCOME (1099's plus other revenue)

Less Returns and Allowances \_\_\_\_\_

### EXPENSES

Advertising \_\_\_\_\_

Automobile Expense (complete section to right) \_\_\_\_\_

Business Property Taxes \_\_\_\_\_

Cleaning & Janitorial \_\_\_\_\_

Commissions/Independent Contractors \_\_\_\_\_

Computer Expenses \_\_\_\_\_

Dues & Publications \_\_\_\_\_

Education & Seminars \_\_\_\_\_

Employee Benefit Programs \_\_\_\_\_

Fines & Penalties (Non-Deductable) \_\_\_\_\_

Insurance (Fire, Liability, Workers Comp) \_\_\_\_\_

Interest (Business Related) \_\_\_\_\_

Legal & Professional Fees \_\_\_\_\_

Licenses & Permits \_\_\_\_\_

Office Supplies & Expenses \_\_\_\_\_

Postage & Delivery \_\_\_\_\_

Rent/Lease Business Property \_\_\_\_\_

Repairs & Maintenance (Not Home Office) \_\_\_\_\_

Supplies \_\_\_\_\_

Travel & Lodging (Out of Town) \_\_\_\_\_

Meals & Entertainment \_\_\_\_\_

Telephone & Internet \_\_\_\_\_

Small Tools \_\_\_\_\_

Uniforms \_\_\_\_\_

Utilities (Not Home Office) \_\_\_\_\_

Wages & Salaries Paid Out \_\_\_\_\_

Payroll Taxes \_\_\_\_\_

Other Expenses \_\_\_\_\_

### COST OF GOODS SOLD

Product Purchased for Resale \_\_\_\_\_

Materials and Supplies \_\_\_\_\_

Contract Labor \_\_\_\_\_

Beginning Inventory \_\_\_\_\_

Ending Inventory \_\_\_\_\_

## BUSINESS USE OF VEHICLE

Vehicle Description \_\_\_\_\_

Date Vehicle was Placed in Service \_\_\_\_\_

Original Purchase Price or Other Basis \_\_\_\_\_

Mileage (All Fields Required)

Business Miles \_\_\_\_\_

Commuting Miles \_\_\_\_\_

Other Personal Miles \_\_\_\_\_

Total Miles \_\_\_\_\_

Actual Expenses Paid

Gasoline & Oil \_\_\_\_\_

Repairs, Tires, Car Washes \_\_\_\_\_

Auto Insurance \_\_\_\_\_

Registration Fees & Car Tax \_\_\_\_\_

Vehicle Loan Interest \_\_\_\_\_

## OFFICE IN HOME EXPENSES (TOTAL YEAR)

Area Used Exclusively for Business \_\_\_\_\_

Total Area of Home \_\_\_\_\_

Mortgage Interest \_\_\_\_\_

Property Taxes \_\_\_\_\_

Mortgage Insurance \_\_\_\_\_

Homeowners Insurance \_\_\_\_\_

Rent \_\_\_\_\_

Repairs & Maintenance \_\_\_\_\_

Utilities \_\_\_\_\_

Other Expenses \_\_\_\_\_

## NEW EQUIPMENT PURCHASED Please list each purchase with the Date Purchased, Description, and Purchase Price.

I hereby declare that I have examined these schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_