



Schedule C - Small Business Income and Expense Worksheet

Income

Gross receipts/sales or earnings _____
 Returns & allowances _____
 Other Income (please provide details) _____

Cost of Goods sold or Operations

Purchases less cost of personal use items _____
 Labor costs (not including owner's salary) _____
 Materials and supplies _____
 Other costs _____

Expenses

Advertising _____
 Vehicle expenses _____
 Total miles _____ Business miles _____
 Do you have written documentation of miles? **Y** **N** _____
 Commissions & fees _____
 Insurance (other than health insurance) _____
 Legal & professional services _____
 Office expenses _____
 Pension & profit sharing plans _____
 Rent _____
 Repairs _____
 Supplies (not included in Cost of Goods Sold) _____
 Taxes & licenses _____
 Travel expenses (tolls, parking, airfare, lodging, meals) _____
 Meals & entertainment _____
 Telephone (do not include personal line) _____
 Other expenses (use reverse if additional space is needed):

Are you deducting business use of home? **Y** **N** _____

- Total square footage of your home _____
- Square footage of area used for office _____
- Cost of home (rent or mortgage payment) _____
- Home owners or renters insurance _____
- Total paid for gas, electric, heat and water _____
- Other expenses _____

I certify that the information above was provided by me from receipts and documentation in my possession, and to the best of my knowledge, it is accurate and complete.

Signature _____ Date _____