

SCHEDULE C

Use this checklist if you have a side job or are self-employed

Revised Oct 13, 2021

This page is for income and expenses for a side business. The income would be considered cash, or you will receive a 1099 for the income. Expenses count against income.

_____ <<<<<< **Income not reported on form 1099 (This would be cash)**

IF YOU DON'T FILL OUT THIS FORM – NO DISCOUNT APPLIES

Car and Truck Expenses – If the vehicles are leased – we must use actual expenses. We will still need the mileage and other information below in addition to the actual expenses.

Vehicle 1

Year	Make	Model
	Date purchased	
	Ending mileage on Dec 31 of last year	
	Beginning mileage (Jan 1 or date of purchase if later – last year)	
	Total miles driven for year	
	Business miles driven	

Vehicle 1 – Actual Expenses (Only if used more than 50% for business)

	Fuel
	Insurance for this vehicle
	Repairs – Oil, tires, batteries, tires, etc.
	Washes
	Vehicle registration and inspection sticker
	Original cost of vehicle (Full cost)

Vehicle 2

Year	Make	Model
	Date purchased	
	Ending mileage on Dec 31 of last year	
	Beginning mileage (Jan 1 or date of purchase if later – last year)	
	Total miles driven for year	
	Business miles driven	

Vehicle 2 – Actual Expenses (Only if used more than 50% for business)

	Fuel
	Insurance for this vehicle
	Repairs – Oil, tires, batteries, tires, etc.
	Washes
	Vehicle registration and inspection sticker
	Original cost of vehicle (Full cost)

	Advertising
	Commissions and Fees
	Contract Labor
	Depreciation Items – Equipment and auto (Have your information on a separate sheet of paper – Item name, purchase date, and cost of purchase)
	Employee benefits: _____ Insurance _____ Other benefits
	Insurance: _____ Health Insurance _____ Business Insurance _____ Other Insurance
	Interest on business credit cards
	Interest on mortgage of business building and property
	Legal and Professional Services (Tax prep, attorney, LLC fees, etc.)
	Office Expense – supplies, computers, software, etc.
	Rent or lease – equipment, vehicles, machines
	Rent or lease – buildings, booths, storage, etc.
	Repairs / Maintenance – buildings or equipment
	Supplies
	Taxes _____ Payroll taxes _____ TWC taxes _____ 940 taxes _____ Property taxes _____ Inventory taxes _____ Sales tax paid to state
	Travel – Hotel, Airline, supplies on trip
	Meals – eating with fellow employees discussing work, taking clients out to eat, recruiting new customers over a meal. If meal is less than \$25 per meal – mark on a calendar, if over \$25 per meal – must have a receipt and mark receipt with name of who you ate with.
	Meals – subject to 80% (truck drivers or commercial drivers only)
	Entertainment – parties, movies, sporting events, etc. when you have an employee party or entertaining a potential new client or customer. Not subject to limit. 100% deductible.
	Utilities – total for the year times the % of sq. ft of office area or 100% if entire building.
	Wages – reported to the IRS on a W2 (Not your income – what you paid to others)
	Wages – reported to the IRS on form 1099 (Not your income – what you paid to others)
	Uniforms – required purchase for your job, name of business is printed on the uniform, cleaning for such uniforms and washing of such uniform.

	Freight / Postage
	Internet Fees – monthly service fees
	Web site fees - hosting and design of website
	Sub-contact labor – someone you hire to do specific jobs but are not employees for your business – such as delivery, maintenance, construction, etc.
	Equipment purchases – items that are not depreciated
	Software
	Computer and Supplies – not previously indicated under office supplies
	Cell phone – total cell phone and how many phones _____
	Cell phone purchase – cell phone, accessories, supplies (not paid through monthly plan)
	Phone Line – landline (yes, they still exist)
	Fax services
	Delivery fees
	Dues and publications
	Other – explain below
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34

Inventory

If you keep an inventory of items to sell

	Opening inventory at beginning of year
	Items purchased during the year to sell
	Closing inventory at end of year