

SCHEDULE C (For Realtors)

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

Revised April 20, 2019

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

	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

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

	Advertising - Business cards, yard signs, car signs, billboards, etc.
	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
	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 - Paid to your employees
	Wages – reported to the IRS on form 1099 - Paid to your employees
	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

