

## SCHEDULE C

### 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)

	<b>Advertising</b>
	<b>Commissions and Fees</b>
	<b>Contract Labor</b>
	<b>Depreciation Items</b> – Equipment and auto (Have your information on a separate sheet of paper – Item name, purchase date, and cost of purchase)
	<b>Employee benefits:</b> _____ Insurance _____ Other benefits
	<b>Insurance:</b> _____ Health Insurance _____ Business Insurance _____ Other Insurance
	<b>Interest on business credit cards</b>
	<b>Interest on mortgage of business building and property</b>
	<b>Legal and Professional Services</b>
	<b>Office Expense</b> – supplies, computers, software, etc.
	<b>Rent or lease – equipment, vehicles, machines</b>
	<b>Rent or lease</b> – buildings, booths, storage, etc.
	<b>Repairs / Maintenance</b> – buildings or equipment
	<b>Supplies</b>
	<b>Taxes</b> _____ Payroll taxes _____ TWC taxes _____ 940 taxes _____ Property taxes _____ Inventory taxes _____ Sales tax paid to state
	<b>Travel</b> – Hotel, Airline, supplies on trip
	<b>Meals</b> – 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.
	<b>Meals</b> – subject to 80% (truck drivers or commercial drivers only)
	<b>Entertainment</b> – 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.
	<b>Utilities</b> – total for the year times the % of sq. ft of office area or 100% if entire building.
	<b>Wages</b> – reported to the IRS on a W2 - Paid to your employees
	<b>Wages</b> – reported to the IRS on form 1099 - Paid to your employees
	<b>Uniforms</b> – required purchase for your job, name of business is printed on the uniform, cleaning for such uniforms and washing of such uniform.
	<b>Freight / Postage</b>

