#### **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

<mark>Year</mark>	<mark>Make</mark>	<b>Model</b>
	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**

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	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

<mark>Year</mark>	<mark>Make</mark>	<mark>Model</mark>	
	Date purchased	Date purchased	
	Ending mileage on Dec 31 of last year		
	Beginning mileage		
	(Jan 1 or date of	(Jan 1 or date of purchase if later – last year)	
	Total miles driven for year		
	Business miles dr	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		
Commissions and Fees		
Contract Labor		
<b>Depreciation Items</b> – 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.		
<b>Utilities</b> – 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		
<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.		
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	
<b>Cell phone purchase</b> – 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	

## 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		