

**SCHEDULE C**

What Job \_\_\_\_\_

**Use this checklist if you have a side job or are self-employed***Revised December 04, 2022*

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.

**PLEASE READ EACH ITEM CAREFULLY AND FILL IN INFORMATION**<<<<<< **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**

<b>Year</b>	<b>Make</b>	<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 (Only if used more than 50% for business)**

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

**Vehicle 2**

<b>Year</b>	<b>Make</b>	<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 2 – Actual Expenses (Only if used more than 50% for business)**

	Fuel
	Insurance for this vehicle
	Repairs – Oil, tires, batteries, 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> (Tax prep, attorney, LLC fees, etc.)
	<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 (Include supplies for parties to sell items, etc.)</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% ( <b>truck drivers or commercial drivers only</b> )
xxxxxxxx	<b>Entertainment</b> – no longer 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 (Not your income – what you paid to others)
	<b>Wages</b> – reported to the IRS on form 1099 (Not your income – what you paid to others)
	<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.

[illegible]

## 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