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

	Internet Fees – monthly service fees x 12 - need annual expense
	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) - annual expense
	Phone Line – landline (yes, they still exist) - annual expense
	Fax services
	Delivery fees
	Dues and publications
	Other – explain below
	Education and classes for licensing
	Business gifts and referral fees to clients
	MLS Fees
	E & O Coverage (Insurance)
	Lock boxes and access fees
	Uniforms and cleaning
	Security (Cameras and alarm and monitoring)
	Staging fees and open house expenses

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