



SCHEDULE C WORKSHEET

Business income and expenses - use one worksheet per business

1. BUSINESS INFORMATION

Business name		EIN		Business code	
Business address				Date started	
☐ Cash method ☐ Accrual method ☐ Home office used regularly/exclusively for business					

2. RECORDS PROVIDED

If you have complete books, upload them instead of re-entering totals below

☐ Profit & Loss statement	☐ Balance sheet	☐ Trial balance	☐ 1099 forms	☐ Mileage log	
Gross receipts / sales		Returns / allowances		Other income	

3. COST OF GOODS SOLD

Beginning inventory	
Purchases	
Cost of labor	
Materials & supplies	
Other costs	
Ending inventory	
Inventory method / notes	

4. BUSINESS EXPENSES

Enter totals if no complete P&L is provided

Advertising		Rent / lease	
Commissions & fees		Repairs / maintenance	
Contract labor		Supplies	
Employee benefits		Taxes / licenses	
Insurance (not health)		Travel	
Interest		Meals	
Legal / professional		Utilities	
Office expense		Other expenses	

5. VEHICLE, HOME OFFICE & ASSET INFORMATION

Vehicle year/make/model		Date placed in service	
Total miles		Business miles	
		Commuting miles	
Home office square feet		Total home square feet	
New assets placed in service		First used for business	
Description	Date	Cost	

6. BUSINESS NOTES