

BUSINESS INFORMATION (REPORTED ON SCHEDULE C)

NAME	
ADDRESS	
CITY, STATE, ZIP	
PHONE #	
EMAIL ADDRESS	
EMPLOYER IDENTIFICATION #	

INCOME

	Gross receipts from sales
	Proceeds from sales of depreciable assets

EXPENSES

	Purchases (cost of goods purchased for sale)
	Ending inventory
	Advertising
	Auto expenses (for depreciable business autos)
separate checklist	Records of business mileage (if standard mileage rate is used)
	Employee benefits
	Insurance
	Interest expense
	Legal and professional services
	Office expense
	Pension/profit-sharing business plans
	Rent expense
	Repairs and maintenance
	Supplies
	Payroll tax expenses (provide 941s, UC-1s, 940s)
	Other tax expenses
	Licenses and fees
	Travel
	Business meals
nondeductible	Business entertainment
	Utilities
	Telephone (a percentage of cell phone cost can also be allocated to business use)
	Wages (provide W-2s)
	Other miscellaneous (please provide detail)
	Invoices for major machinery, equipment, furniture, etc.
separate checklist	Home office expenses