



THE ACCOUNTANCY

forward thinking for your financial future

Schedule C Business Worksheet

General Information	
Principal business or profession	
Business Name	
Business Address	
City, State & Zip Code	

Income		
Gross receipts or sales:		
Returns and allowances:		
Other Income	Description	Amount
Total Income		

Cost of Goods Sold		
Inventory at beginning of year		
Purchases		
Cost of items for personal use		
Cost of labor		
Materials and supplies		
Other Costs	Description	Amount
Inventory at the end of year		
Total Cost of Goods Sold		



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Expenses			
Accounting		Supplies	
Advertising		Taxes/Licenses – Real estate taxes	
Bank charges		Taxes/Licenses – Payroll taxes	
Car and truck expenses		Taxes/Licenses – Sales tax	
Commissions		Taxes/Licenses – Other	
Contract labor		Telephone	
Delivery and freight		Tools	
Dues and subscriptions		Travel – Airfare	
Employee benefit programs (Health Ins)		Travel – Lodging and transportation	
Insurance (other than health)		Travel – Meals & Entertainment	
Interest – Banks, etc (1098)		Travel – Miscellaneous travel exp.	
Interest – Other		Travel – Mileage (no. of miles driven)	
Janitorial			
Laundry and cleaning		Other Expenses (Description Amount)	
Legal and professional			
Miscellaneous			
Office expense			
Outside services			
Parking and tolls			
Pension/Profit sharing contributions			
Pension/Profit sharing admin costs			
Postage			
Printing			
Rent or Lease – Vehicles			
Rent or Lease – Machinery or Equipment			
Rent or Lease – Building			
Rent or Lease – Other			
Repairs			
Security		Total Expenses	
Start-up costs (\$10,000 max.)		Net Income	

	Description	Cost Amount	Date Placed in Service
New Equipment or Assets			