

**BUSINESS INFORMATION (REPORTED ON SCHEDULE C)**

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

**INCOME**

Gross receipts from commissions

Other miscellaneous income (please describe)

**EXPENSES**

Accounting and tax preparation

Advertising

Auto expenses (for depreciable business autos)

Business mileage (if standard mileage rate is used)

Communications (internet, website, etc.)

Continuing education/seminars

Dues

Insurance

Legal fees

Licenses

Meals & entertainment

Office expense

Other miscellaneous

Telephone (a percentage of cell phone cost can also be allocated to business use)

Utilities

Wages (provide W-2s) *\*If you have employees working for you.*

Payroll tax expenses (provide 941s, UC-1s, 940s) *\*If you have employees working for you.*

Employee benefits *\*If you have employees working for you.*

Office equipment (provide purchase price, date and description)

Home office expenses (complete Home Office Checklist)