

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)
	Wages (provide W-2s)
	Payroll tax expenses (provide 941s, UC-1s, 940s)
	Other tax expenses
	Licenses and fees
	Auto expenses (for depreciable business autos)
	Repairs and maintenance
	Rent expense
	Employee benefits
	Interest expense
	Advertising
	Utilities
	Telephone (a percentage of cell phone cost can also be allocated to business use)
	Insurance
	Office expense
	Communications
	Invoices for major machinery, equipment, furniture, etc.
	Records of business mileage (if standard mileage rate is used)
	Ending inventory
	Home office expenses (<i>separate checklist is available</i>)