

Income from Business or Profession

This is a generic worksheet designed to help you gather the necessary information required to complete the small business (Sch. C) portion of your tax return. Please provide the annual totals per applicable category listed below. You may make a separate list of items/transactions that you are uncertain as to where they would go on this sheet.

Trade Name: _____ Tax Year: _____
 Address: _____
 Activity: _____

Income

Gross Revenue/sales \$ Cash__ Accrual__
 Purchases for resale _____ (do not include items withdrawn for your personal use)
 Materials and Supplies _____
 Less: Ending Inventory \$ _____ (@ cost) Beginning Inventory \$ _____

Expenses

Auto/Truck Expense

Advertising	\$	If you use the MILEAGE method, simply fill in the mileage portion of this report. If you use the ACTUAL method, please fill in the mileage AND expense portion.
Bad Checks/Debts		
Bank Charges		
** Car & Truck	see w/s	
Commissions		Vehicle Description _____ Date place in service _____ Total miles for year _____ Business miles _____ Do you have written evidence of business use? _____
Delivery/Shipping		
Liability Insurance		
Interest:		
Business Debt		
Auto/Truck Loan		Regulation 1.274 requires substantiation in order to claim a deduction for auto/truck expense. (actual expenses filers only)
Laundry/Cleaning		
Legal/Professional		
Office Supplies		
Postage/Mailing		
Rent:		
Business Pty		
Business Equip.		
Repairs-Equip/Bldg		
Sales Taxes		
Payroll taxes		
Supplies-General		
Telephone-Office		
Telephone-Cellular		
Travel away from home		
Utilitites		
Wages-Employees		
Meals & Entertainment		
Other Expenses:(list)		
Equipment Purchases		

 Taxpayer signature Date

(provide receipts)

You are required to have and keep records to support the deductions claimed for a period of no less than three years after the return is filed.