

## 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: \_\_\_\_\_ Home based: \_\_\_\_\_  
 Activity: \_\_\_\_\_ (home office worksheet)

### Income

Gross Revenue \$  Cash  Accrual   
 Purchases for resale \_\_\_\_\_ (do not include items withdrawn for personal use)  
 Materials and Supplies \_\_\_\_\_  
 Less: Ending Inventory \$ \_\_\_\_\_ (@ cost) Beginning Inventory \$ \_\_\_\_\_

### Expenses

Advertising	\$
Bad Checks/Debts	
Bank Charges	
Car & Truck	see w/s
Commissions	
Delivery/Shipping	
Liability Insurance	
Interest:	
Business Debt	
Auto/Truck Loan	
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	
Utilities	
Wages-Employees	
Meals & Entertainment	
Other Expenses:(list)	
Equipment Purchases	

### Auto/Truck Expense

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 the mileage AND expense portion.

Vehicle Description \_\_\_\_\_ Date placed in Service \_\_\_\_\_  
 Total miles for year \_\_\_\_\_  
 Business Miles: \_\_\_\_\_  
 Do you have written evidence of business use? \_\_\_\_

Regulation 1.274 requires substantiation in order to claim a deduction for auto/truck expense. (actual expense filers only)

Gas/Oil	\$
Maint/repairs	
Car Washes	
License	
Insurance	
Auto lease pymnts	
Other:	
<b>Total</b>	\$ <input type="text"/>

If you purchased a new vehicle, we will need the purchase and finance papers (for actual expense filers only).

\_\_\_\_\_  
 Taxpayer Date

(provide receipts)

You are required to have, and keep, records to support the deductions claimed, for a period of three years after the return is filed.