

Schedule C - Business Checklist

Please bring a summary which lists all of the following items with their appropriate total:

- Gross receipts or sales
- Ending Inventory (if applicable)
- Total purchases of resale items for the year (if applicable)
- Advertising
- Auto expenses (total miles driven for the year, total business miles for the year, and auto expenses listed by type)
- Asset purchases (list asset(s), date of purchase, and related cost)
- Sale of assets (list asset(s), date of sale, sales price)
- Insurance
- Interest (mortgage or other)
- Legal & Professional fees
- Office expenses
- Rent
- Repairs (list any major improvements separately)
- Supplies
- Taxes & licenses
- Travel & Meals (please list lodging, mileage, and meals separately with related totals)
- Utilities
- Telephone (if only one line going into home, then only long distance is deductible)
- Home Office expenses (total sq. footage of home, sq. footage of office, mortgage interest, real estate taxes, utilities, general home maintenance, cost of home plus improvements)
- Other expenses – please list with corresponding amounts

This list is not intended to be all inclusive, please address any changes or information not listed with me.

All income is taxable regardless of amount.

All income is taxable even if not reported to you on a Form W-2 or Form 1099.