

SCHEDULE C BUSINESS INTAKE WORKSHEET

Please attach all 1099, 1098, K-1 and similar reports

Taxpayer Name: _____ Employer TIN: _____

Business Name: _____ Business Activity: _____

Business Address: _____ Business Product: _____

Income:	Expenses:
Gross receipts or sales \$	Advertising \$
\$	Auto (actual miles)
\$	Truck/pickup (actual) miles
\$	Commissions \$
	Contract labor \$
Less: Returns & Allowances \$	Employee benefit program \$
\$	Insurance \$
	Interest \$
	Mortgage interest \$
	Legal & professional fees \$
	Office expenses \$
	Postage expenses \$

Cost of Goods Sold:

Inventory beginning of year	
Purchases	+
Less Cost of items for personal use	-
Subtotal:	\$

Cost of labor

(do not include salary paid to yourself) \$

Materials & Supplies	
Other costs	
Subtotal:	
Less Inventory end of year:	-
COST OF GOODS SOLD AT END OF YEAR	

Home Office deductions

total square feet	
business square feet	
Utilities	\$
Real Estate Taxes	\$
Insurance	\$
Repairs	\$

Additional notes:

Rent or lease:	\$
Machinery & equipment	\$
Other business prop	\$
Repairs & Maintenance	\$
Supplies	\$

Wages paid: \$

Taxes: \$

FICA (employer's share)	\$
FUTA (Federal unemployment)	\$
State Unemployment	\$
Real estate taxes	\$
Sales tax (If not included in gross receipt)	\$
Utilities	\$
Cell phone	\$
Bank services charges	\$
Bank Charges	\$
Dues & publications	\$
Laundry/cleaning/janitorial	\$
Licenses & permits	\$