

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:	
Gross receipts or sales	Advertising
\$	\$
\$	\$
\$	\$
Less: Returns & Allowances	Auto (actual miles)
\$	\$
\$	Truck/pickup (actual) miles
Cost of Goods Sold:	Commissions
Inventory beginning of year	Contract labor
Purchases	Employee benefit program
+ Subtotal:	Insurance
Less Cost of items for personal use	Interest
-	Mortgage interest
Subtotal:	Legal & professional fees
Cost of labor	Office expenses
(do not include salary paid to yourself)	Postage expenses
Materials & Supplies	Rent or lease:
Other costs	Machinery & equipment
Subtotal:	Other business prop
Less Inventory end of year:	Repairs & Maintenance
COST OF GOODS SOLD AT END OF YEAR	Supplies
Home Office deductions	Wages paid:
total square feet	FICA (employer's share)
business square feet	FUTA (Federal unemployment)
Utilities	State Unemployment
Real Estate Taxes	Real estate taxes
Insurance	Sales tax (If not included in gross receipt)
Repairs	Utilities
Additional notes:	Cell phone
	Bank services charges
	Bank Charges
	Dues & publications
	Laundry/cleaning/janitorial
	Licenses & permits