

Form 1040 - Schedule C (Service Business with No Sales or Inventory)

Client Name - _____

Tax Year _____

Income

Income (If you charge sales tax ask us for other form) =

Expenses

Accounting Expenses =

Advertising (Not makeup you wear) =

Auto Expenses =

Bank Charges =

Conferences and Seminars =

Contract Labor =

Equipment (Must list each item with date, amount, and description on separate sheet) =

Hotel Expenses =

Interest Expense on company credit cards or loans =

Internet (Put 100% paid figure & then tell us business %) =

Insurance Expense =

Legal Expenses =

Licenses =

Meals =

Merchant Fees (For Credit Card Sales) =

Office Supplies =

Office Equipment (Must list each item with date, amount, and description on a separate sheet) =

Postage and Shipping =

Rent Expense =

Taxes (Business Personal Property) =

Taxes (Payroll) =

Telephone (Not main house phone) (After amount put business %) =

Uniforms (Must have company logo or name on it) =

Utilities (Paid on a separate office space than your home) =

Wages (Paid to Employees) =

Other Expenses (List) -

Auto Miles (Need Make, Model, & Year of Auto/s broken down by vehicle)

Total Miles Driven this year (Personal & Business) =

Business Miles Driven this year (For just this rental property) =

Business Use of Home (If applicable)

Electric -

Water -

Gas/Propane -

Internet (Can't take here if you took expense above) -

Home Owners Insurance -

Real Estate Tax -

Rent (if you rent your house) -

Mortgage Interest (Must provide 1098 mortgage statement) -

Other (Break down) -

Equity Information

Owner Draw =

Paid in Capital (Putting money into the company) =

Loans to the company =

Items Needed for Tax Prep

- Need a copy of all personal property tax bills
- Need W-3 and W-2s if you have employees and we don't do your payroll taxes
- Need a copy of 1096 filed for your 1099 contractors. You were required to file a 1099 for each personal making over \$600 for the years. The 1096 is the summary of the 1099s for IRS. (Note: If filed 1099s here we have this already)
- Need the separate breakdown sheet for Equipment, furniture, large tools, and vehicles purchased in the tax year. List date, what it was, and how much.
- For any vehicle purchases, sales, or trades, we need the purchase form including if you traded for something else or sale form.
- Special note for internet & telephone expense. We need you to tell us the total amount you paid for the entire year and then how much you used it for business. We will calculate the deductible amount from there. Example: Internet \$1523 - 40%. Then we will take $1523 \times .40 = 609.20$. The 609.20 will be the deductible amount.