

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

Client Name: _____ **Tax Year** _____

Business Name: _____

Did your business start this year? _____

Did you pay anyone \$600.00 or more during the 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 (See Page 2)

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 (See Page 2)

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):

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

Make: _____ Model: _____ Year: _____

Total Miles Driven this year (Personal & Business): _____

Business Miles Driven this year (For just this rental property): _____

Equipment: (Must list each with date, amount, and what it is)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Office Equipment (Must list each with date, amount, and what it is):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Business Use of Home (If applicable)

Electric: _____
Water: _____
Gas/Propane: _____
Internet (Cannot 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 do not 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 you had us file your 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.