

Checklist for Preparing Corporation or Schedule C (Self Employment)

1. General Information

1. Name of Business _____
2. Address if different from Taxpayer address _____
3. Type of Business (Service, Profession, etc) _____
4. Owned by ____ Taxpayer or ____ Spouse _____ Jointly (husband and wife)
5. EIN _____

2. Income (Receipts)

1. 1099 –Misc \$ _____ Total
2. Number of 1099's _____ (attach 1099's)
3. Gross receipts or sales \$ _____
4. Returns and allowances \$ _____

3. Cost of Goods Sold

1. Purchases \$ _____
2. Beginning Inventory \$ _____
3. Ending Inventory \$ _____
4. Materials and supplies \$ _____
5. Ending Inventory \$ _____

4. Expenses

1. Advertising \$ _____
2. Vehicle expenses Business miles _____ Total Miles _____ Make _____
3. Commissions or Fees \$ _____
4. Contract Labor \$ _____
5. Insurance (Business) \$ _____
6. Insurance (Self employment) \$ _____
7. Interest to Banks (Business only) \$ _____

8. Interest to Others (Business only) \$ _____

9. Legal and professional fees \$ _____

10. Office expenses

1. Office supplies \$ _____

2. Internet/Web \$ _____

3. Telephone \$ _____

4. Cell phone \$ _____

5. Postage \$ _____

6. Other (type _____) \$ _____

7. Other (type _____) \$ _____

11. Rent

1. Building \$ _____

2. Equipment \$ _____

3. Vehicle \$ _____

4. Land \$ _____

5. Other \$ _____

12. Repairs and Maintenance \$ _____

13. Supplies (non inventory) \$ _____

14. Taxes and Licenses \$ _____

15. Travel

1. Expenses \$ _____

2. Meals and Entertainment \$ _____

16. Utilities \$ _____

17. Wages paid \$ _____

18. Other expenses

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

5. Office in the Home

1. Square footage used “exclusively and regularly” for business _____

2. Total square footage of home _____

3. Mortgage Interest and points \$ _____

4. Property Taxes \$ _____

5. Home Owners or Renters Insurance \$ _____

6. Total utilities (electric, water and gas) \$ _____

7. Repairs and Maintenance \$ _____

8. Mortgage Insurance \$ _____