

# SCHEDULE C EXPENSE WORKSHEET

NAME: \_\_\_\_\_

TAX YEAR: 20\_\_\_\_\_

GROSS INCOME: \$ \_\_\_\_\_

EXPENSES	Annual Total	EXPENSES	Annual Total
Accounting		Telephone:	
Advertising		Business Phone	
Answering Service		Cellular - Bus % _____	
Bank Charges			
Business Gifts (\$25.00 max per gift)			
Cost of Goods (COGS)			
Inventory as of Jan. 1st (If Applicable)		Vehicle 1:	
<b>Purchases</b>		Car Make/Model/Year	
Material and Supplies		Date Acquired	
Inventory as of Dec. 31st (If Applicable)		Total Miles (Business/Personal/Everything)	
Commissions		Business Miles	
Contract Labor:			
Computer Exp:Hard Drive/Software/Upgrades/Repair		Vehicle 2:	
Research & Resources:		Car Make/Model/Year	
Internet - Bus %		Date Acquired	
Cable - Bus % if any		Total Miles (Business/Personal/Everything)	
Continuing Education		Business Miles	
Seminars/School Courses/Conferences		See Form "Vehicle Expenses," only if Necessary	
Licenses/Certifications			
Materials		Equipment Rental	
Copy & Printing Services		Home Office/ Outside Office	
Delivery Service		Total Home Sq. Ft.	
Employee Benefits Program		Total Office in home Sq. Ft.	
Pensions			
Profit Sharing		Rent	
Insurances:		Utilities - Power	
Disability/Liability/Workers Comp		Gas	
Health (employees)/Supplemental Insurance		Water	
Legal Fees		Repairs (Office Only)	
Licenses and Permits (city or state)			
Meals & Entertainment		Major Purchases:	
Meals w/ clients or co-workers		Cell Phone, Computer, Printer, TV, DVD, Blu-	
Business Gatherings & Events Held		Ray, Other Video Equip., Camera, Desk, Chair,	
DVDs, CDs, Movies Out(Ent. Industry Only)		File Cabinets, Lights, Lamps, Audio Equipment, ETC.	
Maintenance (Office)			
Janitorial		Item:	Date:
Other			Amount:
Miscellaneous			
Parking			
P.O. Box Rental			
Postage			
Professional Dues			
Salary and Wages (W-2)			
Start-up Costs			
Storage (not personal)			
Supplies			
Tools			
Trade Publications & Subscriptions		Other Expenses:	Annual Total
Travel Expenses:			
Lodging			
Meals			
Transportation			
Other:			
Uniforms & Protective Gear			
Uniform Cleaning			
Union Dues			
Research			
Parking			
Website:Setup/Domain/Misc			