

# 2019

## SCHEDULE C BUSINESSES - CHECKLIST

### FOR SELF-EMPLOYED TAXPAYERS ONLY

If you have business receipts as a self-employed taxpayer, please summarize them in the following categories in preparation for your tax appointment.

Please note: Employee Business Expenses are no longer deductible for Federal, but are for PA state.

ITEM	AMT	ITEM	AMT
<b>BUSINESS INCOME:</b> self employed only		<b>EQUIPMENT RENTAL</b>	
<i>PLEASE ROUND TO NEAREST DOLLAR BELOW</i>		<b>VEHICLES, MACHINERY</b>	
<b>BUSINESS EXPENSES:</b>		<b>OTHER</b>	
(self employed or employee)			
<b>ADVERTISING</b>		<b>REPAIRS &amp; MAINTENANCE</b>	
<b>ADS</b>			
<b>SIGNS</b>		<b>SUPPLIES</b>	
<b>BROCHURES</b>			
<b>INTERNET/WEB DESIGN</b>		<b>LICENSES</b>	
<b>CAR AND TRUCK EXPENSES</b>		<b>TAXES</b>	
<b>BEGINNING ODOMETER 1/1/19</b>		<b>REAL ESTATE / OCCUPANCY</b>	
<b>ENDING ODOMETER 12/31/19</b>		<b>BUSINESS TAX</b>	
<b>BUSINESS MILEAGE</b>		<b>OTHER</b>	
<b>COMMUTING MILES</b> (employee)			
<b>IS MILEAGE WRITTEN?</b>	Y ___ N ___	<b>TRAVEL</b>	
<b>PARKING &amp; TOLLS</b>		<b>MEALS &amp; ENTERTAINMENT</b>	
<b>FUEL (IF APPLICABLE)</b>		<b>LODGING</b>	
<b>INSURANCE (IF APPLICABLE)</b>		<b>OTHER</b>	
<b>COMMISSIONS &amp; FEES</b>		<b>SEMINARS &amp; CONFERENCES</b>	
<b>SUBCONTRACTORS/LABOR</b>			
		<b>CLEANING &amp; HOUSEKEEPING</b>	
<b>INSURANCE</b>			
		<b>UTILITIES (IF RENTING SPACE/HOME OFFICE)</b>	
<b>LEGAL AND PROFESSIONAL FEES</b>		<b>GAS/ELECTRIC</b>	
		<b>WATER</b>	
<b>PROPERTY COSTS</b>		<b>OTHER</b>	
<b>MORTGAGE INTEREST</b>			
<b>RENT</b>		<b>TELEPHONE--BUSINESS LAND LINE</b>	
		<b>TELEPHONE--CELL PHONE</b>	
<b>OFFICE EXPENSE</b>		(WHAT % USED FOR BUSINESS?)	
<b>OFFICE SUPPLIES</b>			
<b>POSTAGE</b>		<b>NEW VEHICLES</b>	
<b>OFFICE FURNITURE</b>		(Will need Sales & Finance Agreements)	
<b>OFFICE MACHINES</b>			
		<b>INVENTORY PURCHASED (IF APPLICABLE)</b>	
<b>COMPUTER</b>			
<b>HARDWARE</b>		<b>ENDING INVENTORY (IF APPLICABLE)</b>	
<b>SOFTWARE</b>			
<b>REPAIRS</b>		<b>OTHER EXPENSES</b>	
<b>INTERNET SERVICE</b>		(PLEASE LIST)	
<b>OTHER ACCESSORIES</b>			

DID YOU MAKE ANY PAYMENTS FOR WHICH YOU WERE REQUIRED TO ISSUE 1099's ?

\_\_\_ YES \_\_\_ NO