



**PROFIT & LOSS FROM BUSINESS
SCHEDULE C DATA SHEET**

This form is to assist you in gathering your business-related tax information. All income must be reported, including cash and bartering.

General Business Information

Business name _____
 EIN Number _____
 Social Security Number _____
 Business owner _____
 Business phone _____ Cell _____
 Address _____
 City _____ ST _____ Zip _____
 Accounting method Cash Accrual Other (specify) _____

Gross receipts _____
 Inventory at beginning of the year \$ _____
 Inventory at end of the year \$ _____
 Total expenses \$ _____
 Net income \$ _____
 Did you purchase equipment? Yes No
 Specify _____
 First time filing a Schedule C? Yes No
 Did you use your home in connection with this business? Yes No

General Expenses

	Amount	Have receipts (initial)	Have check, credit card statement or documentation		Amount	Have receipts (initial)	Have check, credit card statement or documentation
Advertising				Vehicle, machinery & equipment			
Commission				Maintenance			
Employee benefits program				Supplies			
Insurance				Taxes—real estate			
Mortgage interest				Taxes—other			
Other interest (except vehicle)				Travel			
Legal and professional				Total meals and entertainment			
Office expenses				Sub-contract labor			
Phone				Wages			
Pension and profit-sharing plans				Other expenses			

Vehicle Expense

Taxpayer/Business Name: _____

Description of vehicle _____

Cost of vehicle \$ _____

Date placed in service _____

Do you have a mileage log or other written records to support your

miles driven? Yes No

Total miles driven _____

Business miles driven _____

Commuting Miles _____

Parking fees and tolls \$ _____

Gasoline, lube, oil \$ _____

Tires, repairs \$ _____

Insurance \$ _____

License plate fees/property tax \$ _____

Interest (car loan) \$ _____

Based on the tax law, you are required to claim all expenses for self-employment income

If there are no expenses for the Schedule C, explain why:

We prepare the returns from information you furnished us, without verification. Upon examination of the returns by taxing authorities, request may be made for underlying data. We therefore recommend that you preserve all records, which you may be called upon to produce in connection with such an examination.

I certify that the information on this and any other form submitted is complete and correct.

Client Signature _____

Secondary Signature _____

Date _____