

## **Business Checklist for Schedule C**

- ✚ Profession or Product
- ✚ Business Name
- ✚ Street Address
- ✚ Employer ID Number
- ✚ Gross Receipts, Sales, and all 1099's received
- ✚ Advertising
- ✚ Car and Truck Expenses
  - Vehicle Description
  - Date Placed in Service
  - Mileage
  - Actual Expenses
  - Percent of Business Use
- ✚ Commissions and Fees
- ✚ Contract Labor
  - If your business paid any person or an unincorporated company \$600 or more during 2015 for rent or services you are required to issue them a form 1099. Our office would be happy to prepare the forms for you if you provide the following information:
    - Completed W-9, for each vendor
    - Total Amount Paid in 2015

**The 1099's are due on January 31<sup>st</sup>, so get the information in early.**

- ✚ Assets/Depreciation
- ✚ Employee Benefits
- ✚ Insurance
- ✚ Interest - Mortgage and Other separated
- ✚ Legal and Professional Services
- ✚ Office Expenses
- ✚ Pensions/Profit Share
- ✚ Rent-Vehicle, Machinery, or other
- ✚ Repairs and Maintenance
- ✚ Supplies
- ✚ Taxes and Licenses
- ✚ Travel
- ✚ Meals and Entertainment
- ✚ Utilities
- ✚ Wages
- ✚ Other Expenses
- ✚ If you have inventory:
  - Beginning Inventory
  - Purchases less personal
  - Cost of Labor
  - Materials and Supplies
  - Other Costs
  - Ending Inventory

### ***If Office in Home...***

- Square feet of home used exclusively for business
- Total square feet of home  
If daycare:
  - Area used part-time for business
  - Total hours used (day care facilities not used exclusively)
- Gross income from business
- Casualty losses
- Deductible mortgage interest
- Real Estate Taxes
- Insurance
- Rent
- Repairs and Maintenance
- Utilities
- Other Expenses