



## Schedule C: Self Employed Worksheet

### General Information

Tax Year: \_\_\_\_\_ Business Activity: \_\_\_\_\_  
 Business Start Date: \_\_\_\_\_ EIN (if applies): \_\_\_\_\_  
 Business Name (if applies): \_\_\_\_\_

**TOTAL GROSS INCOME (SALES) \$** \_\_\_\_\_

1. Did you receive Form(s) 1099 (K, NEC, or MISC)? Yes  No
2. Did you report Form 1099 for any compensations paid to contractors? Yes  No
3. Is a license required for your business? Yes  No
4. Did you purchase any major pieces of equipment? Yes  No
5. Do you have inventory? Yes  No
6. How much of your cellular phone is used for business? \_\_\_\_\_%
7. Do you have payroll expenses to report? Yes  No

### Business Vehicle Expenses

- Was the vehicle available for personal use during off-duty hours? Yes  No
- Do you have another vehicle available for personal use? Yes  No
- Do you have evidence to support your vehicle mileage/expenses? Yes  No

Business Mileage		Tires	\$
Fuel Expenses	\$	Parking	\$
Insurance (Auto)	\$	Repairs	\$
Licenses	\$	Other	\$
Maintenance	\$	Other	\$

### Home Office

- Do you have an Office in Your Home? Yes      No      If YES, complete questions below:  
 Monthly Rent \$ \_\_\_\_\_ Sq Ft of Home \_\_\_\_\_ Sq Ft of Office Space \_\_\_\_\_  
 Utilities \$ \_\_\_\_\_ Internet \$ \_\_\_\_\_

### All Other Business Expenses

Advertising	\$	Contracted Labor	\$
Commissions Fees	\$	Repairs and Maintenance	\$
Insurance (Health)	\$	Supplies and Materials	\$
Insurance (Commercial)	\$	Taxes and Licenses	\$
Legal and Professional	\$	Travel	\$
Office Expenses	\$	Meals and Entertainment	\$
Rent of Location	\$	Bank Fees	\$
Equipment Rental	\$	Wages	\$
Interest Paid	\$	Business Meetings	\$
Uniforms	\$	Merchant Fees	\$
Business Telephone	\$	Other	\$

**PLEASE CONTINUE TO PAGE TWO FOR FURTHER ASSISTANCE WITH THIS FORM**



# BP Administrations

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## Schedule C: Self Employed Worksheet Assistance

### Types of Deductible Business Expenses

<p><b><u>Advertising</u></b></p> <ul style="list-style-type: none"> <li>• Business Cards, Brochures, and Flyers</li> <li>• Newspaper, Signs, and Other Printed Ads</li> <li>• Radio, TV, and Website. (Design &amp; Maintenance)</li> </ul>	<p><b><u>Commissions Fees</u></b></p> <ul style="list-style-type: none"> <li>• Services (Flat Fee Payments)</li> <li>• Broker Fees</li> </ul> <p><b>Do not include independent contractors</b></p>
<p><b><u>Insurance (Health)</u></b></p> <ul style="list-style-type: none"> <li>• Monthly premiums for yourself and or family</li> <li>• Employee Benefits such as health insurance, life insurance, accident insurance, and long-term care insurance.</li> </ul>	<p><b><u>Insurance (Commercial)</u></b></p> <ul style="list-style-type: none"> <li>• Business insurance</li> <li>• Liability Insurance</li> <li>• Worker's Compensation</li> </ul>
<p><b><u>Legal and Professional</u></b></p> <ul style="list-style-type: none"> <li>• Bookkeeping/Accounting</li> <li>• Payroll Service Fees</li> <li>• Legal Fees</li> </ul>	<p><b><u>Office Expenses</u></b></p> <ul style="list-style-type: none"> <li>• General Office Supplies</li> <li>• Printing, and Postage</li> <li>• Office Furniture and Equipment</li> </ul>
<p><b><u>Rent of Location</u></b></p> <ul style="list-style-type: none"> <li>• Office or Retail Space</li> <li>• Workshop or Storage</li> </ul>	<p><b><u>Equipment Rental</u></b></p> <ul style="list-style-type: none"> <li>• Heavy Machinery</li> <li>• Copy Printer, Laptop, or other Office Equipment</li> </ul>
<p><b><u>Interest Paid</u></b></p> <ul style="list-style-type: none"> <li>• Business Loan Interest</li> <li>• Business Credit Card Interest</li> </ul>	<p><b><u>Uniforms</u></b></p> <ul style="list-style-type: none"> <li>• Clothing with logo</li> <li>• Special Work Shoes</li> </ul>
<p><b><u>Business Telephone</u></b></p> <ul style="list-style-type: none"> <li>• Fax Line</li> <li>• Land Line</li> <li>• Business Cellular Line</li> </ul>	<p><b><u>Contracted Labor</u></b></p> <ul style="list-style-type: none"> <li>• Independent Contractors</li> <li>• Issued 1099-NEC for payments \$600+</li> <li>• Outside Services</li> </ul>
<p><b><u>Repairs and Maintenance</u></b></p> <ul style="list-style-type: none"> <li>• Repairs on property owned, rented or leased.</li> <li>• Painting, patching, and Plumbing</li> <li>• Business Equipment</li> </ul> <p><b>Do not include vehicle repairs and maintenance</b></p>	<p><b><u>Supplies and Materials</u></b></p> <ul style="list-style-type: none"> <li>• Tools and small equipment</li> <li>• Parts and materials</li> <li>• Resale Items</li> <li>• Small Goods</li> </ul>
<p><b><u>Taxes and Licenses</u></b></p> <ul style="list-style-type: none"> <li>• Permits and City Licenses</li> <li>• Property and Payroll Taxes</li> </ul>	<p><b><u>Travel</u></b></p> <ul style="list-style-type: none"> <li>• Transportation (Airfare, and Vehicle Rental)</li> <li>• Baggage, Lodging, and Meals.</li> </ul>
<p><b><u>Meals and Entertainment</u></b></p> <ul style="list-style-type: none"> <li>• Meetings with Clients and Employees</li> <li>• Meals, Beverages, Tips and Taxes a part of entertaining a client</li> </ul>	<p><b><u>Bank Fees</u></b></p> <ul style="list-style-type: none"> <li>• Monthly Service Fees</li> <li>• Overdraft, Money Orders, and Wire Transfer Fees</li> </ul>
<p><b><u>Merchant Fees</u></b></p> <ul style="list-style-type: none"> <li>• Credit Card or Cash App Processing Fees</li> <li>• Monthly Service Fees</li> <li>• Equipment Costs</li> </ul>	<p><b><u>Other Business Expenses</u></b></p> <ul style="list-style-type: none"> <li>• Wages (Payroll)</li> <li>• Any Necessary or Ordinary Expenses that do not fit in any other category</li> </ul>