



Annual Summary for Schedule C

Income

GROSS SALES:
Service/Labor
Parts/Retail
OTHER INCOME:
Sales Tax received
Interest Earned

Items Bought to Sell

Inventory at beginning of year
Purchases (include sales tax)
Cost of items withdrawn for personal use
Cost of labor
Materials and supplies
Other costs
Inventory at end of year

Expenses

\$\$Amount

ADVERTISING
BANK & CREDIT CARD FEES
TRAVEL
Meals
Hotel
Airfare/Luggage Fees
Taxi/Cab/Uber
CLEANING & MAINTENANCE
Janitorial/Uniforms & Cleaning
Equipment Maintenance
Snow Removal
Lawn Maintenance
SUB CONTRACTOR COSTS
INSURANCE
Comp/Liability
Building Insurance
MORTGAGE/LOAN INTEREST
Building
Lines of credit/loans
Equipment
PROFESSIONAL FEES
Legal



Annual Summary for Schedule C

Tax/Accounting
Continued education
LICENSES/PERMITS
RENT
Business Property
Equipment
REPAIRS
Building Exterior
Building Interior
SUPPLIES
General operating
Office
Small tools
TAXES
Real Estate
Assessments
Sales Tax Paid
UTILITIES
Electric
Internet
Trash
Heat
Telephone
Water/Sewer
OTHER:

Contractors/Professional Services/ Rents Paid

Name & Address	Amount Paid	Tax ID or SS#	Description of income paid



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Major Purchases and Improvements

Item Purchased	Date Purchased/placed in service	Cost including tax	New or used?
Item Purchased	Date Purchased/placed in service	Cost including tax	New or used?
Improvement	Date of completion	Cost including tax	Labor cost
Improvement	Date of completion	Cost including tax	Labor cost

Sales or Other Dispositions

Item Sold	Date Sold	Sales Price
Item Sold	Date Sold	Sales Price
Item Sold	Date Sold	Sales Price
Item Sold	Date Sold	Sales Price

Vehicle Mileage

Vehicle # 1

Vehicle # 2

Vehicle # 3

Vehicle Make/ Year			
Beginning Mileage			
Ending Mileage			

Vehicle Actual Expenses

Vehicle # 1

Vehicle # 2

Vehicle # 3

Business Mileage			
Fuel			
Licenses/Plates			
Insurance			
Repairs/maintenance			
Loan interest- vehicle			
Lease expense			



Annual Summary for Schedule C

Office IN-HOME Expenses

Square Feet of Office (Area exclusively used for business)
Square Feet of Entire Home
Basis of Home (Purchase price plus cost of improvements)
Value of Land
Daycare: Total Hours Used
Mortgage Interest
Real Estate Taxes
Excess Mortgage Interest
Casualty Losses
Insurance
Repairs and Maintenance
Utilities (No Phone)
Other Expenses (trash etc.)

*CHECK LAST YEAR'S DEPRECIATION SCHEDULE TO MAKE SURE ALL ITEMS ARE STILL IN SERVICE