

"Plan to Reduce your Income Tax"

Self Employed Business Income and Expenses - Schedule C

INCOME:	Notes
Gross Receipts or Sales (Form 1099-Misc)	\$
Returns and Allowances	\$
Other	\$
Other	\$

EXPENSES:	Notes		
COSTS OF GOODS SOLD (COGS) - Inventory and Merchandise Expenses (If applicable; Typically for Retail Sales)			
Cost of Inventory at Beginning of Year	\$		
Cost of Merchandise Purchased	\$		
Cost of Inventory at End of Year	\$		

Business openes must be based on receipts and records which should document: the business purpose, date and time, place, and amount. Advertising Bad Debt S Bank Charges Books and Publications Business Equipment Purchased During This Year Date Purchased Description Cost Notes e.g. Sept. 5, 20** e.g. Video Equipment \$ 3,000.00 Depreciate/179 Business Gifts** S "Gifts are limited to \$25 per person per year. You may not deduct these expenses unless they are documented. Business Meals and Entertainment * S "For business mask and entertainment, or unsulated obcument that (1) you discussed business during the meal, or (2) you had a substantial and bonsfide business discussion or activity before or after the meal/entertainment, or (3) you are alone while out of town expenses in Travel section). You must record the name and business relationship of each person criterialmed. Commissions Contract Labor Education and Seminars Health Insurance Premiums Health Insurance Premiums S Health Savings Account (HSA) Insurance (Not Life) Interest: Mortgage Paid to Banks Other Internet (and/or Cable) Merchant Fees Legal and Professional Services Payroll: (Provide All Payroll Reports) S Postage and Delivery Professional Licenses Promotional/Publicity S Professional Publicity S Professional Members All Payroll Reports S Professional Licenses Promotional/Publicity S Professional Licenses	EXPENSES:		Notes
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Professional Licenses \$ Promotional/Publicity \$		\$	
		·	
	Promotional/Publicity	\$	

Rent or Lease: Office Space, Storage, Etc.	\$	
Repairs	\$	
Research	\$	
Retirement Account Contributions*:	\$	
Deductible	\$	
Non-Deductible	\$	
Software	- Ψ S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S S 	
Supplies:	\$	
Office Supplies	\$	
Other Supplies	- Ψ	
Taxes:	- Ψ	
Sales	\\$	
Property	\$	
Other	\$ \$	
	\$ \$	
Telephone: Home	\$ \$	
	\$ \$	
Cell		
Other Duce	\$	
Union Dues	\$	
Utilites: (Enter Home Office Utilites Elsewhere)	\$	
Gas Water & Dawar	\$	
Water & Power	\$	
Web Services	\$	
Website	\$	
TRAVEL EXPENSES:		Notes
Airfare, Train, Bus	\$	Notes
Auto Rental, Taxi, Etc.	\$	
	\$ \$	
Laundry	•	
Lodging	\$	
Meals & Tips	\$	
Passport/Visa Fees	\$	
Tips	\$	
Other	\$	
Other	\$	
INDUSTRY SPECIFIC EXPENSES:		Notes
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	\$ \$	
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HOME OFFICE EXPENSES:		Notes
To qualify, a home office must be used exclusively and on a regular ba	asis (a) as your principle place	
	you in the normal course of b	ousiness.
Total Square Feet of Home		
Square Feet of Office		
Square Feet of Storage		
Insurance (Homeowners'/Renters')	\$	
Management, Condo Fees	\$	
Maintenance & Repairs	\$	
Mortgage Interest	\$	
Property Tax	\$	
• •		
Rent	\$	

Utilities:	\$
Gas	\$
Water & Power	\$
Other	\$
Other	\$

BUSINESS AUTOMOBILE EXPENSES:			
Automobile Mileage:	2012 Amount	Notes	
Total Mileage (Including personal, business, commuting, etc.)			
Business Mileage			
Actual Expenses:			
Auto License (other than personal property taxes)	\$		
Gasoline, lube, oil	\$		
Inclusion amount (enter as positive)	\$		
Insurance	\$		
Interest (car loan)	\$		
Parking fees and tolls	\$		
Personal property taxes (based on car's value)	\$		
Repairs	\$		
Tires	\$		
Value of employer-provided vehicle on Form W2 (2106)	\$		
Vehicle rent or lease payments	\$		

Notes:	