

# BUSINESS ITEMS CHECKLIST – SCHEDULE C

**Name:** \_\_\_\_\_

**Type of Bus:** \_\_\_\_\_

**Expenses:**

- Accounting \_\_\_\_\_
- Advertising \_\_\_\_\_
- Bank Charges \_\_\_\_\_
- Car & Truck Expenses:
  - Gas \_\_\_\_\_
  - License \_\_\_\_\_
  - Repairs & Maint. \_\_\_\_\_
  - Insurance \_\_\_\_\_
  - Total Mileage \_\_\_\_\_
  - Business Mileage \_\_\_\_\_
  - Type of Vehicle \_\_\_\_\_
  - Date placed in service \_\_\_\_\_
- Commissions \_\_\_\_\_
- Contract Labor \_\_\_\_\_
- Delivery \_\_\_\_\_
- Dues & Subscriptions \_\_\_\_\_
- Health Insurance \_\_\_\_\_
- Insurance (other than Auto & Health) \_\_\_\_\_
- Interest \_\_\_\_\_
- Janitorial \_\_\_\_\_
- Laundry & Cleaning \_\_\_\_\_
- Legal & Professional \_\_\_\_\_
- Office Expense \_\_\_\_\_
- Outside Services \_\_\_\_\_
- Parking & tolls \_\_\_\_\_
- Postage \_\_\_\_\_
- Printing \_\_\_\_\_
- Rent \_\_\_\_\_
- Repairs \_\_\_\_\_
- Security \_\_\_\_\_
- Startup costs \_\_\_\_\_

**Income:** \_\_\_\_\_

- Supplies \_\_\_\_\_
- Taxes & Licenses:
  - Real Estate \_\_\_\_\_
  - Payroll \_\_\_\_\_
  - Personal Property \_\_\_\_\_
  - Sales \_\_\_\_\_
- Telephone \_\_\_\_\_
- Tools \_\_\_\_\_
- Travel \_\_\_\_\_
- Meals & Ent. \_\_\_\_\_
- Uniforms \_\_\_\_\_
- Utilities (electric, water, internet) \_\_\_\_\_
- Wages \_\_\_\_\_
- Other Miscellaneous items \_\_\_\_\_
- Assets purchased
  - What? \_\_\_\_\_
  - When purchased? \_\_\_\_\_
  - Cost? \_\_\_\_\_

**Use of Home for Business:**

- Area of Home \_\_\_\_\_ sq. ft.
- Area of Office \_\_\_\_\_ sq. ft.
- Mortgage Interest \_\_\_\_\_
- Real Estate Taxes \_\_\_\_\_
- Insurance \_\_\_\_\_
- Home Owner Association Fees \_\_\_\_\_
- Security \_\_\_\_\_
- Utilities (electric, water, internet) \_\_\_\_\_

**Cost of goods Sold**

Purchases \_\_\_\_\_ Ending Inventory \_\_\_\_\_