

## **SCHEDULE C WORKSHEET (SELF-EMPLOYMENT)**

Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Total Revenue (1099s plus other revenue)	\$
Returns & allowances (refunds to customers)	\$
Cost of goods sold (most service providers do not use COGS)	\$

\*COGS is direct production costs, such as building materials for a carpenter. Wholesalers and retailers have a more complicated calculation related to goods available for resale.

<b>EXPENSE CATEGORY</b>	<b>AMOUNT</b>	<b>COMMENTS</b>
Advertising		
Commissions		
Employee benefits		
Insurance other than health		
Interest payments		
Legal & professional services		
Office expense (i.e. rent)		
Rent/lease equipment or vehicles		
Repairs & maintenance		
Supplies (generally anything below \$500)		
Taxes (not income or sales) and license fees		
Travel & Lodging		
Meals and entertainment		
Utilities		
Wages		
Telephone (local, long distance, cell)		
Postage & Delivery (U.S. mail, overnight delivery, couriers)		
Professional reference materials (books, magazines, training materials, etc.)		
Professional membership dues		
Continuing professional education		
On-Line Services (e.g. Internet, AOL)		
Other expenses?		

## **SCHEDULE C WORKSHEET (CONTINUED)**

## Special Cost Categories

Special rules apply to equipment purchases, health insurance premiums, vehicles expenses and home office deductions. Please list equipment purchases in 2025 (date of purchase, purchase price, description of equipment), health insurance premiums, vehicle expenses (two methods, mileage vs. actual expenses) and home office deductions (total square footage, itemized costs, and portion of house, as a percent of total square footage, that is used for business purposes) on a separate sheet.

## Prohibition on Payment of Wages to Owners

Internal Revenue Service Circular E specifically prohibits a sole proprietor or owner of an LLC from paying themselves wages. All withdrawals are considered withdrawals of owners' capital, which do not count as expenses.

### **Did you issue any 1099s to any contractors?**

## Bookkeeping Tips

Using an accounting software program, such as QuickBooksPro, is an easy way to track revenues and expenses. However, if you are unfamiliar with those programs, a more basic approach is a 14-column spreadsheet that tracks expenses by category and month, and totals at the end.