



BUSINESS EXPENSES – Schedule C

This form is to assist you in gathering your income tax information necessary to complete Schedule C, which pertains to your business expenses. It is important that you complete all of the required fields; do not leave any blank! If one item does not apply to you, simply write N/A in the appropriate line. Retain all of the supporting documentation, except for forms 1099-MISC. Collect all of the receipts needed to substantiate your deductions and write on a separate sheet of paper any other pertinent information, as needed. Please call me at 727-412-3874 (cell) or e-mail me at sergioa@nfocustax.com with any questions you might have. In the meantime, please follow these two important guidelines:

1. *Do not mix businesses. Instead, use ONE sheet (or more if necessary) for EACH business!*
2. *Remember to list only the amounts YOU paid (or collected, i.e., refunds).*
3. *There is no need to provide small receipts, but do provide any and all 1099 forms , as well as major expense receipts (usually over \$100).*

<u>Year, make and model of the auto (or truck) used in the business:</u>	<u>Tax Year:</u>
Mileage details—need <u>written</u> records):	
a) Business miles driven during the year:	a)
b) Commuting miles:	b)
c) Personal and other miles:	c)
Date the auto was placed in service [MM/DD/YY]:	
Purchase price:	\$
Do you have another vehicle for personal use [Y/N]?	[Y/N]
Fuel expenses:	\$
Tolls and parking:	\$
Auto maintenance and repairs:	\$
Auto insurance	\$
Lodging expenses while away from home:	\$
Meal expenses while away from home:	\$
Legal and professional service expenses:	\$
Taxes and licenses:	\$
Cost of supplies (items regularly used during the course of business):	\$
Legal fees incurred):	\$
Advertising and promotional expenses:	\$
Utilities (gas, water, electricity) paid:	\$

Home office – provide square footage of the portion used <u>exclusively</u> for business:	
Cost of goods sold:	\$
Commissions paid:	\$
Other expenses (describe and itemize below) – Total:	\$
Notes:	

Other Expenses: