

Schedule C (Sole Proprietor) Worksheet

*** Please remember that this is an outline and you may have other expenses that are not listed on this sheet.

Income Received _____

Home Office & Auto Questions:

Home Office? Yes or No _____

If yes:

Total square footage of house _____

Square footage of office _____

For year:

Utilities (electric, water, heat) _____

ISP (internet) fees _____

Homeowner Insurance _____

Homeowner Association Dues _____

Auto usage:

Auto use (year & model) _____

Total miles for year _____

Business miles driven (January – June 2008) _____

(July – December 2008) _____

Equipment / Assets Purchased:

Did you purchase an asset (over \$300) that we need to claim separately (i.e.: computer system, copier, fax, or piece of business machinery)? Yes or No _____

If yes (if more than one, please itemize):

What was purchased? _____

How Much? _____

When? _____

Basic expenses:

Telephone _____

Office expenses _____

Meals & Entertainment _____

Licenses _____

Legal & Professional Fees _____

Equipment Rentals _____

Cell Phone _____

Advertising _____

Professional Dues _____

Education _____

Rent _____

Supplies _____

Other expenses / questions: