



Schedule C Information Self-Employment Expenses Worksheet

GENERAL EXPENSES	\$ Amount	GENERAL EXPENSES	\$ Amount
Advertising		Legal & Professional	
Yellow Pages		Accountants	
Newspapers		Consultants	
Radio/Television		Tax Preparation	
Business Cards		Trade Journals	
Flyers		Continuing Education	
Banners		Resumes	
Commissions Paid		Office Expenses & Postage	
Referral Fees		Federal Express/UPS	
Bonus		US Post Office	
Contract Labor		All courier services	
1099 eligible		Staples, Wal-Mart, etc.	
Not 1099 eligible		Toner/Ink cartridges	
Employee Benefit/Gifts		Printer/copier paper	
Flowers/cards etc.		Rent	
Insurance		Office	
Liability		Storage/Warehouse	
Errors & Omissions		Exhibit Booths	
Workmen's Compensation		Entry Fees	
Plate Glass Insurance		Dumpsters	
Office Contents		Office Equipment	
Employee Theft		Water Cooler	
Fire & Hazard		Tools & Equipment	
Flood		Supplies	
Interest Paid		Cleaning	
Business Loans		Maintenance	
Business Credit Cards		All business related	
Mortgage		Travel	
Repairs		Airfare	
All business related		Lodging	
Taxes & Licenses		Meals & Entertainment	
Business Licenses		Uniforms	
Professional		Cost of New	
Unemployment Tax		Laundry	
Payroll Tax		Dry Cleaning	
Sales Tax		Alterations	

OTHER INFORMATION

The purpose of this worksheet is to help you organize your tax-deductible business expenses. In order for an expense to be deductible, it MUST be considered an "ordinary and necessary" expense. You may include other applicable expenses. DO NOT include expenses for which you have been reimbursed, expect to be reimbursed or are reimbursable.



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GENERAL EXPENSES	\$ Amount	GENERAL EXPENSES	\$ Amount
Utilities & Telephone		Wages & Salaries	
Electricity		W-2's issued	
Gas		Rent or Lease Payments	
Water		Equipment	
Waste Removal		Machinery	
Cable			
Cellular		Other Expenses	
Faxes			
Pager			
Internet			
Voice Mail			
Travel Cards			
2 nd Line in Home			

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AUTOMOBILE EXPENSES		AUTOMOBILE MILEAGE	
Gasoline	\$	Beginning Year Mileage	
Oil	\$	Ending Year Mileage	
Repairs	\$	Commuting Mileage	
Insurance	\$	Work Related Mileage	
Registration	\$		
Lease Payments	\$		

AUTOMOBILE INFORMATION

Year Make & Model of Vehicle	
Date of Purchase	
Purchase Price	
Date Placed in Service	