Businesses & LLC - Schedule C

Name of business

EIN#

Business address

Accounting method: Cash or Accrual

Income	Amount
1099-Misc	
1099-K	
Venmo and Paypal Receipts	
Other Income	
PPP Loan- when? Bank? Forgiven yet?	
****EIDL- amount, when, put in PPP forgiveness?***	
PUA	
Expenses	
Purchases (cost of goods sold)	
Advertising	
Bank Service Charges	
Car & Truck expenses (mileage .575/mile)	
Client gifts	
Client Provisions (water, coffee,etc)	
Commissions and Fees	
Contract labor (1099's)	
Depreciation	
Donations to charities	
Insurance (liability, D&O, Errors & Omissions)	
Insurance (Health paid by business)	
SEP, Simple, IRA contributions	
Interest	
Legal, Accounting & Professional fees	
Merchant Fees (Visa, Paypal, Venmo)	
Office expenses	
Rent	
Equipment lease	
Supplies	
Taxes and licenses	
Travel	
Utilities	
Employee benefit programs (401K matching, etc.)	
Wages paid to employees	
Payroll Taxes	
Telephone	
Computer and internet fees	
Dues & Subscriptions	

Postage & Delivery
Home office expenses
Other Expenses: list
Issued Covid pay or for employees?

Supporting documents & Information: please provide info & receipts

Ending inventory if applicable
Did you purchase any office equipment?
Did you purchase any furniture, fixtures & equipment?
Did you purchase any software?
Did you purchase a vehicle?
Mileage for non commuting driving for business?
Payroll tax reports- w-2/941/940
1099's prepared
Health insurance paid for owner
SEP IRA or Simple IRA contribution or participation?

Home office info: size of home sq foot total/size of office

*For the EIDL, did the SBA contact you already about payment options?
Are you making payments? Did you submit your Board resolution and the hazard insurance