

# Schedule C - 2019

## Sole Proprietorship Tax Organizer

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Name of the Business \_\_\_\_\_ EIN \_\_\_\_\_

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

Principal business activity \_\_\_\_\_ Date business started \_\_\_\_\_

Principal product or service \_\_\_\_\_

- =====  
**Yes No Did you materially participate in the operation of this business?**  
**Yes No Did you pay any family members for services?**  
**Yes No Did you make any payments of \$600 or more to independent contractors?  
ie: labor, subcontractors, attorneys, accountants, directors?**  
**Yes No Did you issue 1099Misc forms?**  
**Yes No Did you make contributions to self-employed retirement plan?**  
**Yes No Did you have employees?**  
**Yes No Did you have any bartering transactions in 2019?**  
**Yes No Did you pay your own health insurance in 2019?**

### Car Expenses

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Make/Model \_\_\_\_\_ Date placed in service \_\_\_\_\_

- Yes No Car available for personal use during off-duty hours?**  
**Yes No Do you (or spouse) have any other cars for personal use?**  
**Yes No Do you have evidence to support business mileage?**  
**Yes No Is your evidence written?**

\_\_\_\_\_ Total mileage \_\_\_\_\_ Business mileage  
\_\_\_\_\_ Commuting mileage \_\_\_\_\_ Other mileage

### Travel Expenses

- =====  
**\*Meals:** You can deduct the cost of meal while traveling away from home on business. You can use the actual cost of your meals or the standard meal allowance per diem, varies per location.  
**\*Travel/Lodging:** You can deduct the ordinary and necessary expenses of traveling away from your home for business purposes. Including transportation, airfare, taxi, lodging, etc.

### Equipment Purchases

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Any large assets purchase greater than \$500.

Name	Date	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

**If you are using Quickbooks or other bookkeeping software, simply print out a year-end balance sheet and a Profit and Loss statement for the year. Bring a backup copy with you.**

**Business Income**

Gross receipts including 1099Misc, Form 1099-K \$ \_\_\_\_\_  
 Returns and allowances \_\_\_\_\_  
 Other income not included in gross receipts \_\_\_\_\_

**Cost of Goods Sold/Services (COGS)**

Beginning Inventory	\$ _____	Purchases	\$ _____
Ending Inventory	\$ _____	Cost of labor	\$ _____
		Materials and Supplied	\$ _____

**Expenses**

Advertising	_____	Meals - business	_____
<del>Bad debts</del>	_____	Office supplies	_____
Bank charges	_____	Start up exp (first year)	_____
Business licenses	_____	Pension & profit sharing plans	_____
Commissions and fees	_____	Rent or lease-car, eq, machinery	_____
Contract labor (1)	_____	Rent or lease-business property	_____
Employee benefit programs	_____	Repairs and maintenance	_____
Employee health care plans	_____	Supplies (not in COGS)	_____
Entertainment (2)	_____	Taxes - payroll	_____
Gifts	_____	Taxes - property	_____
Insurance (other than health)	_____	Telephone	_____
Interest - mortgage	_____	Utilities	_____
Interest - other	_____	Wages (copy of W-2 forms)	_____
Internet service	_____	Other _____	_____
Legal and professional	_____	Other _____	_____
Management fees	_____	Other _____	_____

Notes or Questions:

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- (1) If you paid anyone more than \$600, a 1099Misc form should be provided to them.  
 (2) Entertainment is no longer tax deductible.