

## Schedule C Checklist

### Income

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1. Gross Sales
2. Cost of Goods Sold
  - \_\_\_\_\_ a. Beginning Inventory
  - \_\_\_\_\_ b. Purchases of goods or materials
  - \_\_\_\_\_ c. Ending Inventory

### Expenses

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1. Fixed Assets purchased during the year – Provide Invoices
2. Advertising
3. Car and Truck Expenses
  - a. Total Mileage driven \_\_\_\_\_
  - b. Mileage driven for business purposes \_\_\_\_\_
4. Insurance Expense
5. Interest Expense
6. Legal and Professional Services
7. Office Expense
  - a. Square footage of entire home \_\_\_\_\_
  - b. Square footage of office space \_\_\_\_\_
8. Rent Expense – Equipment
9. Land and Building
10. Repairs or Maintenance Expense
11. Supplies Expense
12. Taxes and Licenses
13. Travel Expense
14. Meals Expense
15. Utilities Expense
16. Telephone Expense
17. Internet Expense
18. Continuing Education
19. Dues and Subscriptions
20. Other Expense