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 Worcester, MA 01606
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119 Merriam Avenue, 2nd Floor
 Leominster, MA 01453
 (by appointment only)

Schedule C– Self-Employment/Business Worksheet

Please use this worksheet to gather information on self-employment/business expenses.

BUSINESS INFORMATION

Business Name: _____

Address: _____

Federal ID # _____

Is this your first year in business? YES NO

Total Gross Business Income \$ _____

Total Other Income \$ _____

Cost of Goods Sold:

| | |
|----------------------------------|----------|
| Beginning Inventory | \$ _____ |
| Merchandise Purchased for Resale | \$ _____ |
| Cost of Labor | \$ _____ |
| Materials & Supplies | \$ _____ |
| Other Direct Sales Costs | \$ _____ |
| Ending Inventory | \$ _____ |

Expenses:

| | | | |
|--|----------|---|----------|
| Advertising | \$ _____ | Repairs and Maintenance | \$ _____ |
| Commissions | \$ _____ | Supplies (not included above) | \$ _____ |
| Contract Labor * | \$ _____ | Real Estate Taxes (paid for business) | \$ _____ |
| Employee Benefits | \$ _____ | Other Taxes (Payroll and other) | \$ _____ |
| Insurance (other than health) | \$ _____ | Travel (do not include meals) | \$ _____ |
| Health Insurance (for you) | \$ _____ | Meals and Entertainment | \$ _____ |
| Health Insurance (for your employees) | \$ _____ | Utilities | \$ _____ |
| Mortgage Interest (if paid for business) | \$ _____ | Wages (W-2's issued) | \$ _____ |
| Other Interest Paid | \$ _____ | Bank and Credit Card Charges | \$ _____ |
| Office Expenses | \$ _____ | Tools | \$ _____ |
| Postage & Delivery | \$ _____ | Uniforms...logo YES or NO | \$ _____ |
| Professional Fees | \$ _____ | License/Dues | \$ _____ |
| Rent on Business Property | \$ _____ | Telephone (for business) | \$ _____ |
| Equipment Rentals | \$ _____ | Other Expenses (attach schedule) | \$ _____ |
| Business Mileage | _____ | <i>Do not include mileage to/from your home unless your office is in your home.</i> | |

Do you have written records to support your mileage? YES NO

Did you receive a Payroll Protection Plan (PPP) Loan? YES NO
 If yes have you applied for forgiveness and /or received forgiveness yet? YES NO
 Please provide documentation of the loan and the forgiveness.

Did you receive any other grants or loans, such as Economic Injury Disaster Loan (EIDL)? If yes, please provide information?

Did you make contributions to a business pension plan? YES NO
 If yes, how much and what type of plan? _____

Did you purchase any major pieces of equipment? YES NO If yes, please list.

| New Equipment | Date of Purchase | Purchase Price |
|---------------|------------------|----------------|
| | | |
| | | |
| | | |
| | | |

Do you have an office in your home? YES NO If yes, provide additional information below:

- Square Footage of Office _____
- Square Footage of Home _____
- Real Estate Taxes _____
- Mortgage Interest/Rent Pd. _____
- Homeowner's Insurance _____
- Utilities _____
- Repairs and Maintenance _____

Have you prepared (or will you prepare) all required Forms 1099? * _____


**Please note - if you have paid more than \$600.00 to a contractor, you may be required to file a 1099-NEC with the IRS before the January 31 deadline. Late filing penalties are \$50.00 per late 1099. Please contact us if you need help in preparing these forms.*

I certify that I have listed all income and expenses; I have documentation to prove the figures entered on this worksheet.

Printed Name: _____ Date: _____

Signature: _____ Tax Year _____

Thank you for choosing Spinelli CPA, PC as your tax advisor. We value your business and are looking forward to working with you.

Sincerely,

 Karen Spinelli, CPA
 President