



Schedule C Worksheet

for Self Employed Businesses and/or Independent Contractors

► IRS requires we have on file your own information to support all Schedule C's

Business Name (if any) _____ **Address** (if any) _____

Is this your first year in business? Yes No Federal ID # (if any) _____

Did you make payments requiring a Form 1099? Yes No If 'YES' did you file required Form 1099? Yes No

Please refer to the back of this page for 1099-MISC information and filing requirements.

Total Gross Business Income (not necessarily amount shown on 1099's) \$ _____

All Businesses:

Advertising	\$ _____	Repairs and Maintenance	\$ _____
Commissions and Fees	\$ _____	Supplies (not included above)	\$ _____
Contract Labor (1099's Issued, if app)	\$ _____	Real Estate Taxes (If paid for business)	\$ _____
Insurance (other than health)	\$ _____	Other Taxes (Payroll)	\$ _____
Health Insurance (for you)	\$ _____	Travel (do not include meals)	\$ _____
Health Insurance (for your employees)	\$ _____	Meals and Entertainment	\$ _____
Mortgage Interest (If paid for Business)	\$ _____	Utilities	\$ _____
Other Interest Paid	\$ _____	Wages (W-2's Issued)	\$ _____
Professional Fees	\$ _____	Bank and CC Charges	\$ _____
Office Expenses	\$ _____	Tools	\$ _____
Rent on Business Property	\$ _____	Uniforms	\$ _____
Equipment Rentals	\$ _____	License / Dues	\$ _____
Telephone ___ % used for business	\$ _____	Other _____	\$ _____
Internet	\$ _____		

► Business Mileage _____ (Do not include mileage to and from home unless your office is in your home)

Question MUST be answered >> Do you have "evidence" to support your mileage? . . . Yes No
and this if applicable >> If yes, is the "evidence" written? Yes No
"Evidence" includes mileage logs, appointment records, calendars, etc. plus IRS could ask for odometer readings from oil changes, repair invoices, purchase and sale documents.

► Did you purchase any business equipment over \$2,500? No Yes IF YES list:

Equipment _____	Date _____	Amount _____
Equipment _____	Date _____	Amount _____

► Do you have an Office in Your Home? Yes No IF YES Complete questions below

Sq. Ft of Office _____ Sq. Ft of Home _____ Real Estate Taxes \$ _____
 Mortgage Interest / Rent Paid \$ _____ HO Insurance \$ _____ Utilities (Lights and Gas) \$ _____

I certify that I have listed all income, all expenses, and I have documentation to back up the figures entered on this worksheet. For tax year _____

Printed Name _____ Signature _____ Date _____

Guidance on filing form 1099-MISC

As a general rule:

- You must issue a Form 1099-MISC to each individual or business including Partnerships, Limited Liability Companies, Limited Partnerships you have paid \$600 or more in services (including parts and materials), rents, prizes, and awards or other income payments.
- You do not need to issue 1099s for payments made for personal purposes.
- You are required to issue 1099-MISC reports only for payments you made in the course of your trade or business.
- You are not required to issue 1099s to corporations, including LLCs that are treated as an S corporation or C corporation. The exemption from reporting payments made to corporations does not apply to payments for legal services.

To increase compliance of Form 1099 filing, federal income tax returns for businesses (including Sch. C on a personal return) include the following questions:

- Did your business make any payments during the year that would require it to file Form(s) 1099?
- If “yes,” did or will the business file required Forms 1099?

We are required to answer the above questions when preparing your return. If you determine you are required to issue 1099s and have not done so we cannot complete the return until the 1099s are issued. Thomssen & Thomssen CPA offers 1099 filing services if you are interested.

Due dates & Penalties:

- Form 1099-MISC are due January 31st each year.
- Penalties for not filing 1099s on time can vary from \$30 to \$100 per form, depending on how long past the deadline the company issues the form.
- If a business intentionally disregards the requirement to provide a correct payee statement, it is subject to a minimum penalty of \$250 per statement, with no maximum and the IRS can disallow the deduction.

The best procedure for a business owner to implement is to request a W-9 from any vendor you expect to pay more than \$600 before you pay them. Using this as a normal business practice will give you the vendor's mailing information and Tax ID number, and it will also require that the vendor indicates whether they are a corporation or not.