

Small Business Worksheet (Schedule C)

Complete as much of this section as you can or what applies to you and your business

Business name _____

Business address _____

Business profession, product, or service (industry) _____

Business EIN _____ Business NAICS Code _____

Did you make payments that would require filing Forms 1099 in 2025? Yes / No

If yes, did or will you file all required Forms 1099 in 2025? Yes / No

Business Income

Total Income Reported on 1099-MISC/NEC/Ks \$ _____

Total Income NOT Reported on 1099-MISC/NEC/Ks + \$ _____

Total Income/Gross Sales = \$ _____

Business Expenses

Advertising	Description	Supplies	Description
\$ _____		\$ _____	
Car and truck expenses (if NOT using std mileage rate)		Taxes and licenses	
\$ _____		\$ _____	
Commissions and fees		Travel (airfare, bus/taxi, lodging, parking)	
\$ _____		\$ _____	
Contract labor (1099-MISC/NEC required)		Deductible Meals (need documentation)	
\$ _____		\$ _____	
Insurance (specific to the business)		Utilities	
\$ _____		\$ _____	
Interest (business use loan, credit card, or auto)		Wages (W-2 wages paid to employee(s))	
\$ _____		\$ _____	
Legal and professional services		Other expense	
\$ _____		\$ _____	
Office expense		Other expense	
\$ _____		\$ _____	
Rent - Vehicles and machinery		Other expense	
\$ _____		\$ _____	
Rent - Other		Other expense	
\$ _____		\$ _____	
Repairs and maintenance		Other expense	
\$ _____		\$ _____	

Items Purchased in 2025 to Add to Depreciation Schedule

Description	Date Purchased	Cost	Business Use %
		\$	
		\$	
		\$	
		\$	

Business Mileage

In order to take the business mileage deduction, you must be able to substantiate the following information:

	Business Vehicle 1	Business Vehicle 2
Vehicle Description (Year, Make & Model)		
Date placed in service		
Was the business vehicle available for personal use during off-duty hours?	Yes / No	Yes / No
Did you (or your spouse) have another vehicle available for personal use?	Yes / No	Yes / No
Do you have evidence to support business use of vehicle expenses (mileage log)?	Yes / No	Yes / No
Total Business Miles Driven in 2025	miles	miles
Total Other Miles Driven in 2025	miles	miles
Total Miles Driven in 2025	miles	miles

Self-Employed Health Insurance

Annual cost of health/dental insurance for self-employed individual/family:
(if not covered by your or your spouse's employer)

\$

Business Use of Home Expenses

In order to take the business use of home expense deduction, specific requirements regarding **exclusive use** must be met

Business use area (square footage)		Total area of home (square footage)	
Home Mortgage Interest	\$	Home Repair	\$
Home Property Taxes	\$	Home Utilities (gas, electric, water, sewage, garbage, internet)	\$
Home Insurance	\$		
Other:	\$		

Cost of Goods Sold

Only use if your business maintains inventory

Inventory at the beginning of the year	<u>\$</u>
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Purchases (cost of merchandise purchased for resale MINUS personal use)	\$
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Materials and supplies (cost of raw material and supplies used to make a product)	\$
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Inventory at the end of the year	\$
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Any other questions or concerns in 2025 or 2026 that we should know about?

[illegible]