



# Small Business Worksheet

Schedule C

You are required to file information returns (1099-MISC) for any non-employee, to whom you paid an aggregate of \$600 or more during the year for services. A copy of the 1099-MISC must also be provided a copy to the recipients by January 31st of the following calendar year to prevent penalty. If you would like GunnPfeil CPAs to assist you in the preparation of the 1099-MISC forms, please contact our office.

**Business Name:** \_\_\_\_\_

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

**Business Tax ID #** \_\_\_\_\_

**Name/Position/Title:** \_\_\_\_\_

**Did you materially participate in the operation of this business during 2021?**  Yes  No

### EXPENSES

	<u>Amount</u>
Advertising	\$ _____
Commissions & Fees	\$ _____
Interest	\$ _____
Legal & Professional	\$ _____
Office Expenses	\$ _____
Repairs & Maintenance	\$ _____
Supplies	\$ _____
Equipment Rental	\$ _____
Office / Land Leases	\$ _____
Insurance	\$ _____
Taxes & Licenses	\$ _____
Utilities	\$ _____
Travel	\$ _____
Meals	\$ _____
W-2 Wages Paid Out	\$ _____
Contract Labor	\$ _____

Were 1099's sent?  Yes  No

OTHER:

_____	\$ _____
_____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

### INCOME

	<u>Amount</u>
Gross Receipts (or) Sales	\$ _____
Returns & Allowances	\$ _____
Other Income	\$ _____
	\$ _____
	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

### COST OF GOODS SOLD

	<u>Amount</u>
Beginning Inventory	\$ _____
Purchases	\$ _____
Labor	\$ _____
Materials	\$ _____
Other Costs	\$ _____
Ending Inventory	\$ _____

### HOME OFFICE EXPENSES

	<u>Amount</u>
Your Total Rent (if you own disregard*)	\$ _____
Your Total Utilities	\$ _____
Your Insurance	\$ _____
Square Footage of Office Area	_____
Total Square Footage of Home	_____
Square Footages of Garage Used:	_____
Total Square Footage of Garage:	_____

### VEHICLES USED IN BUSINESS

**Do you have written records?**  Yes  No

Mileage Allowance	<u>Car #1</u>	<u>Car #2</u>
Total miles driven	_____	_____
Business miles	_____	_____
Personal miles	_____	_____
Parking fees/tolls	_____	_____

\*If you own your home, your mortgage interest & real estate taxes will be allocated between office and personal use

**NEW ASSETS PURCHASED IN 2021 OVER \$500**

DESCRIPTION	NEW or USED	PURCHASE DATE	COST
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
		<b>TOTAL</b>	\$ _____

**NEW BUSINESS VEHICLE PURCHASED IN 2020**

	Vehicle #1	Vehicle #2
<b>Total Cost of New Auto</b>	\$ _____	\$ _____
<b>Purchased Date</b>	_____	_____
<b>Old vehicle still used for business?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Trade-in value or sale price of old vehicle</b>	\$ _____	\$ _____

**ITEMIZED EXPENSES FOR VEHICLE USED IN BUSINESS**

If you prefer to list actual expenses and use your vehicle more than 50% for business purposes, then list actual expenses. If you are using the per mile allowance then skip the actual expenses below.

Vehicle Actual Expenses	Vehicle #1	Vehicle #2
Auto Repairs	\$ _____	\$ _____
Maintenance/Parts (Oil, batteries, washes, etc.)	\$ _____	\$ _____
Auto Fuel	\$ _____	\$ _____
Registration/License	\$ _____	\$ _____
Auto Insurance	\$ _____	\$ _____
Other (provide list)	\$ _____	\$ _____
Interest on Vehicle Loan	\$ _____	\$ _____