

Schedule C - Business Worksheet

Client Name: _____

General Information:	
Type/Description of Business	
Business Name	
Business Address	
City, State, Zip Code	
Did you make payments that would require you to file Form 1099? _____ If yes, did you file the 1099s already? _____	
If Ohio income is \$150,000 or greater you are required to file CAT tax by May 10th - I will file my own _____ OR Muhlenkamp's to file _____	

Income:	Cost of Goods Sold:
Gross receipts or sales (w/o sales tax)	Beginning Inventory
Other Income: (Give Description)	Purchases for resale
	Materials & Supplies
	Ending Inventory

Expenses:			
Advertising		Office Supplies & Postage	
Bank Charges		Supplies	
Contract Labor		Taxes - Real Estate Taxes	
Delivery/Freight		Taxes - Payroll Taxes	
Dues & Subscriptions		Taxes - CAT Tax	
Employee Benefits		Taxes - Other	
Insurance - Business Liability		Licenses	
Insurance - Health (out-of-pocket)		Travel & Lodging Expense	
Insurance - Life (non-deductible)		Meals & Entertainment	
Ins.-Home Owners (non-deduct)		Gross Wages (w-3)	
Interest - Mortgage (1098)		Pension/Retirement	
Interest - Other		Other Expense (Description/Amount)	
Legal & Professional Fees			
Miscellaneous			
Rent - Equipment			
Rent - Building			
Repairs			

Utilities (Electric, Heat, Water, etc)		Auto Expense:	In Home Office Deduction:
Business Share or %		Fuel Expense	Sq Footage of Office
Personal Share or %		Oil Changes/Repairs	(includes storage of inventory)
Internet		Insurance - Auto	Sq Footage of Home
Business Share or %		Auto Loan Interest	**home office needs to be principal place of business & used exclusively to conduct business*
Personal Share or %		OR	
Telephone		Auto Mileage:	
Business Share or %		Total Business Miles	
Personal Share or %		Total Miles	

keep mileage log, beginning & ending odometer reading for your records

New Equipment or Assets:			
Description	Date Placed in Service	Cost	Item Traded