MAX TAX SCHEDULE C INFO FORM

Business income and expense worksheet

USE ONE FORM FOR EACH BUSINESS YOU OWN

1 BUSINESS INFORMATION

Business name

Business address

Federal Tax ID (if any)

First year? ☐ Yes ☐ No

Paid others who may need Form 1099? ☐ Yes ☐ No

If YES, did you file the required Form 1099? ☐ Yes ☐ No

Total gross business income $

2 RETAIL INVENTORY - COMPLETE ONLY IF YOU SELL GOODS

Beginning inventory	$	Materials and supplies	$
Goods bought for resale	$	Other direct sales costs	$
Cost of labor (not your own pay)	$	Ending inventory	$

3 BUSINESS EXPENSES - ENTER THE YEARLY TOTAL

Advertising	$	Repairs and maintenance	$
Commissions and fees	$	Supplies	$
Contract labor (1099s if needed)	$	Business real estate taxes	$
Insurance (not health)	$	Other taxes / payroll taxes	$
Health insurance - owner	$	Travel (not meals)	$
Health insurance - workers	$	Business meals	$
Business mortgage interest	$	Utilities	$
Other interest paid	$	Wages (W-2s issued)	$
Professional fees	$	Bank and card charges	$
Office expenses	$	Tools	$
Rent - business property	$	Uniforms with business logo	$
Equipment rentals	$	Licenses and dues	$
Telephone - business part	$	Other expense - describe below	$

Other expense description

4 BUSINESS MILEAGE

Business miles

Personal miles

Proof of mileage? ☐ Yes ☐ No

Written log? ☐ Yes ☐ No

Keep dates, miles, places, and the business reason for each trip.

5 MAJOR EQUIPMENT BOUGHT

Bought major equipment? ☐ Yes ☐ No

Item	Date	Cost

6 HOME OFFICE - COMPLETE ONLY IF THE SPACE IS USED REGULARLY AND ONLY FOR BUSINESS

Home office? ☐ Yes ☐ No

Office sq. ft.

Home sq. ft.

Real estate tax

Mortgage / rent $

Home insurance $

Utilities $

Other home cost $

CERTIFICATION

I listed all business income and costs and have records to support the amounts on this form.

Tax year

Printed name

Signature

Date

Client information worksheet - not a substitute for the official IRS Schedule C or professional tax advice.