

SCHEDULE C TAX CHECKLIST

Client: _____

Tax Year _____

Sales / Income	
Gross Receipts/Sales	
Interest Income	
Returns & Allowances	
Other income	
Total	-
Cost of Goods Sold	
Inventory Beg. of Year	
Purchases	
Cost of Labor	
Materials & Supplies	
Other costs	
Software	
Inventory End of Year	
Expenses	
Advertising	
Bad Debts	
Bank Charges	
Business Cards	
Clerical	
Commissions	
Computer Supplies	
Employee Benefits	
Interest	
Rent - Vehicles/Equip.	
Rent - Office	
Repairs & Maint.	
Supplies	
Taxes & Licenses	
Utilities	
Wages	
Other	
Other	
Other	
Other	
Other	
Other	
Other	
Total	-

The purpose of this worksheet is to help you organize your tax deductible business expenses. In order for an expense to be deductible, it must be considered an "ordinary and necessary" expense. You may include other applicable expenses. Do not include expenses for which you have been reimbursed, expect to be reimbursed, or are reimbursable.

Professional	
Dues & Memberships	
E&O Insurance	
Legal & Professional	
Licenses	
Publications	
Seminars	
Continuing Education	
Other	
Total	-

Telephone	
Long Distance	
Faxes	
Pay Phone	
Cellular	
2nd Line	
Beeper/Pager	
Answering Service	
Total	-

Equipment	
Attache Case	
Calculator	
Camera	
Cell Phone	
Chair	
Computer	
Desk	
Filing Cabinet	
Telephone	
Other	
Other	
Total	-

Vehicle & Travel	
See Vehicle, Travel & Entertainment Worksheet	

Other Information	
Please provide copies of your April and September 2006 phone bills to calculate your Federal Telephone Tax Refund.	

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