

2019 Client Tax *Organizers*
Schedule C Proprietorship
With Form 8829 "Home Office" & Business Vehicle Use

Biz Name _____ **Tel #** _____ (Home)
Biz Address _____ **Tel #** _____ (Work)
City, State, Zip _____ **e-mail** _____

Please complete if any of the above apply or have changed:

Gross Income (Do not include interest income, as that is better reported on your Schedule B)
Gross Income \$ _____ (enclose copies of all 1099-MISC)

Expenses

Advertising	\$ _____	Travel	\$ _____
Insurance [liability]	\$ _____	Meals & Ent.	\$ _____
Interest (biz loans)	\$ _____	Misc.	\$ _____
Bank Fees	\$ _____	Biz Utilities	\$ _____
Legal Expenses	\$ _____	Biz Telephone	\$ _____
Tax & Accounting	\$ _____	Cellular	\$ _____
Office Expense	\$ _____	Internet	\$ _____
Computer Expense	\$ _____	Wages paid [W-2]	_____
Postage & Shipping	\$ _____	Subcontract Pd	\$ _____
Rent [building]	\$ _____	Safety Clothing	\$ _____
Rent [equipment]	\$ _____	Tools (expendable)	\$ _____
Repairs	\$ _____	Education (job)	\$ _____
Supplies [general]	\$ _____	Off-Road Fuel	\$ _____
Materials [on jobs]	\$ _____	Type _____ Gal _____	
Taxes (sales, etc)	\$ _____		\$ _____
Licenses	\$ _____		\$ _____
Inventory, yr start	\$ _____	<i>Equip Losses/Sale</i> (list details)	
Inventory, yr end	\$ _____	<i>Assets Purchased</i> (On a separate	

Sheet list details with description, date & cost of each. Don't include assets from previous years.)

Home Office & Storage (Form 8829), if applicable

Square footage	_____	Heat (entire hse)	\$ _____
Sq-ft entire home	_____	Electric " "	\$ _____
Cost of home	\$ _____	Insurance	\$ _____
Cost of land	\$ _____	Repairs/Upkeep	\$ _____
First year used for business	_____	Property Taxes	\$ _____
Mortgage Interest	\$ _____	Home rent, if appl.	\$ _____

Business mileage rate: Jan 1st- Dec 31st @ 58 cents per mile

Brief Description	_____	Business Miles *	_____	Written? <input type="checkbox"/>
Original Cost	_____	Total miles for year	_____	
Year first used for business	_____	Tolls & Parking	_____	

*Mileage is generally the best method. Dump trucks & heavy duty trucks are best expensed.

Other Business vehicles: info as above (5 max) or any may be expensed & depreciated. If so, list cost of gasoline, oil, repairs, tires, registration, excise tax, insurance, etc.

Mail to Taxing Situations, Inc., 515 Cobbs Bridge Road, New Gloucester, ME 04260-9325
 FAX to (207) 657-8145 or scan & attach as an e-mail to Shannon@TaxingSituations.com