

2025 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 \$ _____ (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 \$ _____	<u>Equip Losses/Sale</u> (list details)
Inventory, yr end \$ _____	<u>Assets Purchased</u> (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 @ .70/cents per mile

Brief Description _____	Business Miles * _____ Written? <input type="checkbox"/> y
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

Scan & attach as an e-mail to Shannon@TaxingSituations.com