

Use this checklist to help gather records that may be needed to prepare Schedule C for your self-employed business. Not every item will apply to every business.

1. BUSINESS INFORMATION

- ☐ Business name and description of the work or services you provide
- ☐ Business address, if different from your home address
- ☐ Date the business began, if this is the first year of operation
- ☐ Employer Identification Number (EIN), if applicable
- ☐ Prior-year Schedule C and depreciation records (new clients)
- ☐ Any Forms 1099 received for business income, including Forms 1099-NEC, 1099-MISC or 1099-K

2. BUSINESS INCOME

- ☐ Gross receipts or sales for the year
- ☐ Cash, check, credit-card, electronic-payment and other business income
- ☐ Returns, refunds or allowances issued to customers, if applicable
- ☐ Other business income not included on a Form 1099
- ☐ Year-end reports from payment processors or bookkeeping software, if available

3. BUSINESS EXPENSES

- ☐ Advertising and marketing
- ☐ Business insurance
- ☐ Commissions and fees
- ☐ Contract labor / payments to independent contractors
- ☐ Legal and professional services
- ☐ Office supplies and general business supplies
- ☐ Postage and shipping
- ☐ Rent or lease payments for business property or equipment
- ☐ Repairs and maintenance
- ☐ Software, subscriptions and technology expenses
- ☐ Telephone and internet business-use expenses
- ☐ Travel expenses related to business
- ☐ Business meals
- ☐ Utilities for a separate business location
- ☐ Bank charges, merchant-processing fees and other business fees
- ☐ Other ordinary and necessary business expenses

A simple summary is helpful.

If your records are organized in bookkeeping software or a spreadsheet, bring a year-end profit-and-loss report or income-and-expense summary along with supporting records.



4. VEHICLE & MILEAGE

- ☐ Total business miles driven during the year
- ☐ Total miles driven for all purposes during the year
- ☐ Business mileage log or other mileage records
- ☐ Date the vehicle was first used for business
- ☐ Parking fees and tolls related to business travel
- ☐ If actual vehicle expenses may apply: fuel, repairs, insurance, registration, lease payments and other vehicle costs

5. HOME OFFICE

- ☐ Square footage of the area used regularly and exclusively for business
- ☐ Total square footage of the home
- ☐ Rent paid, if applicable
- ☐ Mortgage interest and real estate taxes, if applicable
- ☐ Utilities, homeowners or renters insurance, and qualifying home expenses
- ☐ Direct expenses related specifically to the business-use area

6. EQUIPMENT & BUSINESS ASSETS

- ☐ Receipts or purchase records for equipment, computers, furniture, tools or other business assets
- ☐ Purchase date and cost of each asset
- ☐ Trade-in information, if applicable
- ☐ Information for business assets sold, traded, disposed of or converted to personal use during the year
- ☐ Prior-year depreciation schedule (new clients)

7. OTHER ITEMS TO CONSIDER

- ☐ Health insurance information if you are self-employed and paid premiums personally
- ☐ Retirement-plan contributions related to self-employment, if applicable
- ☐ Estimated federal, Pennsylvania or local tax payments made during the year
- ☐ Business loan interest and year-end loan statements, if applicable
- ☐ Inventory records and cost-of-goods-sold information, if your business sells products
- ☐ Any tax notices or correspondence related to the business
- ☐ Any other business record you are unsure about - bring it along

Keep personal information secure.

This public checklist is only a guide. Do not send Social Security numbers, bank information or sensitive tax documents through ordinary email or the website contact form.

This checklist is a general guide. Additional records or information may be requested based on your individual business and tax situation.