



# GIG HARBOR TAX AND ACCOUNTING

GET WHAT YOU DESERVE, GET A TAX PROFESSIONAL ON YOUR SIDE!

15210 Stevens Rd SE  
Olalla, WA 98359

Phone (253) 509-8928  
kelly@gigharbortaxandaccounting.com

## Business Information

### Schedule C Worksheet

#### Business Income (Attach 1099-MISC Forms)

Business Name \_\_\_\_\_

Federal ID No. \_\_\_\_\_

Principal Business Activity \_\_\_\_\_

Principal Product \_\_\_\_\_

Method Used to Value Inventory \_\_\_\_\_

Accounting Method: Cash ☐ Accrual ☐

Gross Income	Amount
Gross Income	
Less Returns/Allowances	
<b>Cost of Sales:</b>	
Beginning Inventory	
Purchases	
Cost of Labor	
Materials and Supplies	
Freight In	
Other	
Ending Inventory	

Business Deductions	Amount
Advertising	
Auto/Truck Expense	
Commissions and Fees	
Contract Labor Depletion	
Employee Benefit Program	
Insurance (other than health)	
Interest - Mortgage	
Interest - Other	
Legal & Professional Fees	
Office Expense	
Pension & Profit Sharing	
Rent or Lease (vehicles/equip.)	
Rent (other business property)	
Repairs & Maintenance Supplies	
Taxes & Licenses	
Travel Expense	
Total Meals/Entertainment	
Utilities	
Wages	
Other Expenses (list):	
Other Expenses (list): Total	
Family Health Coverage	



# GIG HARBOR TAX AND ACCOUNTING

GET WHAT YOU DESERVE, GET A TAX PROFESSIONAL ON YOUR SIDE!

15210 Stevens Rd SE  
Olalla, WA 98359

Phone (253) 509-8928  
kelly@gigharbartaxandaccounting.com

## Business Information

### Schedule C Worksheet

Is the business licensed with Department of Revenue?

☐ Yes ☐ No

Did you complete a B & O tax return?

☐ Yes ☐ No

Did you purchase any business assets (furniture, equipment, vehicles, real estate, etc.) or convert any assets to business use?

☐ Yes ☐ No

(List the description, related business/activity, date placed in service and cost of basis. Provide HUD Report for real estate purchases)

Did you dispose of any business assets? (Need date of sale & price)

☐ Yes ☐ No

Did you use your vehicle for business? (Provide required mileage log)

☐ Yes ☐ No

Are you required to give form 1099 to any vendors who performed work for you in your business?

☐ Yes ☐ No

If yes, did you or will you file all required 1099 forms?

☐ Yes ☐ No

Did you have business start-up costs in 2021? ☐ Yes ☐ No (If yes, please give a description of these costs below.)

Description of Business Assets	Date Purchased	Cost	Trade-In (if any)

Did your business close in 2021?

☐ Yes ☐ No

#### Business Use of Home

Nature of Business Activity Performed in Home: \_\_\_\_\_

Total Area of Home: \_\_\_\_\_ sq. ft.

Did you have another Office Outside of the Home?

Yes ☐ No ☐

Total Area Used for Business: \_\_\_\_\_ sq. ft.

#### Non-Exclusive Use by Day Care Providers Only:

Hours/Day Used for Day Care: \_\_\_\_\_ Days/Years Used for Day Care: \_\_\_\_\_

#### Other Information and Notes:

#### Business Miles

Total Miles: \_\_\_\_\_

Business Miles: \_\_\_\_\_

Personal Miles: \_\_\_\_\_

Do you have written documentation to support this deduction? Yes No (please provide)

**MILEAGE MUST BE DOCUMENTED TO DEDUCT**

## Business Information

## Schedule C Worksheet

[illegible]

NOTES: