

**For self-employed taxpayers and independent contractors:**  
Please add up your income and expenses and complete this form.

**Income and Expenses for Tax Year \_\_\_\_\_**

**Income**

Cash and checks                   \$ \_\_\_\_\_  
Form 1099-MISC                 \$ \_\_\_\_\_  
Other business income         \$ \_\_\_\_\_

Did you pay quarterly or estimated tax payments to the IRS last year? If yes, how much? \$ \_\_\_\_\_

Note: Payments made for past-due taxes should not be included here.

**Expenses**

Advertising                         \$ \_\_\_\_\_  
Contract labor                    \$ \_\_\_\_\_  
Legal and professional fees      \$ \_\_\_\_\_  
Office supplies                   \$ \_\_\_\_\_  
Office or storage rent            \$ \_\_\_\_\_  
Machinery rent                   \$ \_\_\_\_\_  
Repairs to equipment            \$ \_\_\_\_\_  
Other supplies                    \$ \_\_\_\_\_  
Licenses/permits                 \$ \_\_\_\_\_  
Overnight travel for work:  
    Hotels                         \$ \_\_\_\_\_  
    Meals (actual cost)          \$ \_\_\_\_\_  
Business phone (cellular)       \$ \_\_\_\_\_  
    % used for work              % \_\_\_\_\_  
Professional education          \$ \_\_\_\_\_  
Protective clothing               \$ \_\_\_\_\_  
Steel toe work boots             \$ \_\_\_\_\_  
Equipment and Tools             \$ \_\_\_\_\_  
Parking and Tolls                 \$ \_\_\_\_\_  
Other Expenses:  
\_\_\_\_\_  
\_\_\_\_\_

**Business Mileage for Year**

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

Date you began using vehicle for  
business: \_\_\_\_\_

**Questions / Notes**

*You are solely responsible for the income and expenses being reported on your tax return and to the Health Insurance Marketplace. If audited by the IRS, you must show proof of income and expenses through receipts or bank statements.*

# TYPICAL ORDINARY & NECESSARY EXPENSES FOR SCHEDULE C & C-EZ

<p style="text-align: center;"><b>Common Business Expenses</b></p> <p><u>Advertising</u> – business cards</p> <p><u>Car &amp; Truck expenses</u> – Our volunteers will only use mileage between job sites, not actual expenses on the vehicle. The cost per mile calculation takes into account all other expenses, including gas, maintenance and repairs, oil changes, insurance, and license and registration fees.</p> <p><u>Contract Labor</u> – if hire other people to work with them</p> <p><u>Office expense</u> – paper/toner used to print contracts; postage and envelopes used to mail out invoices</p> <p><u>Repairs and Maintenance</u> – on equipment used for work, not on a car or truck. Repairs on a car/truck are included in the mileage calculation.</p> <p><u>Other expenses:</u></p> <p><u>Cell phone</u> – % of personal cell phone used to make appointments with clients or business-related calls. 100% of cell phone bill is a business expenses <u>only</u> if phone is used 100% for business and they have another phone for personal use.</p> <p><u>Uniform</u> – if required to purchase uniform with company logo (not clothes or shoes you can wear any day in public)</p> <p><u>Safety gear</u> – safety glasses, gloves, steel toe boots, hard hat, safety vest</p> <p><u>Parking and Toll Fees</u></p> <p><b>Calculating Business Miles:</b></p> <p>If your client did not keep track of their mileage but they worked at the same job sites for most of the year, we as tax preparers can help them calculate their mileage. Using Google maps or similar mapping website, we can map their distances on a weekly basis and calculate what their mileage was for the year.</p>	<p style="text-align: center;"><b>Construction</b></p> <p><u>Supplies</u> – wood, paint &amp; brushes, nails, cement, blades</p> <p><u>Other expenses: Equipment/Tools</u> – drill, nail gun, ladder, hammer, screwdriver, blades, tool belt</p> <p style="text-align: center;"><b>Lawn Service/Landscaping</b></p> <p><u>Supplies</u> – oil/gas for equipment, blades for lawn mower, string for the edger</p> <p><u>Other expenses: Equipment</u> – lawn mower, edger, clippers</p> <p><b>Mileage:</b> If the taxpayer (TP) drives to one central location to work or catch a ride to the work site, then that is considered commuting, not business miles. If TP stores equipment at home or in vehicle &amp; drives from home to multiple work sites during the week/month, then mileage from home to work sites and back home may all be business miles because TP's home = office/place of business.</p> <p><b>Key Q:</b> Does TP provide own tools &amp; equipment? Where is equipment stored? How many work sites are visited a day/week? How does TP get to different job sites?</p> <p style="text-align: center;"><b>Housekeeping</b></p> <p><u>Supplies</u> – soap, sponges, rags, mop, broom, bucket, glove, vacuum</p> <p><b>Mileage:</b> If a housekeeper cleans more than one house, then the "office" – where the housekeeper schedules appointments - is the housekeeper's home. So, mileage from the home to the different houses and back home is all business miles. If the housekeeper cleans only one house, then that is their place of business and mileage from the housekeeper's home to that one work site is commuting miles, not business miles.</p>
<p style="text-align: center;"><b>Musicians</b></p> <p><u>Advertising</u> – Audition CDs &amp; DVDs, professional photos, resume expenses, website development &amp; hosting, ads, flyers, posters</p> <p><u>Commissions</u> – Agent/Manager</p> <p><u>Contract Labor</u> – musicians, sound</p> <p><u>Insurance</u> – equipment</p> <p><u>Interest</u> – business loans</p> <p><u>Legal and professional services</u> – attorney, union dues, memberships, coaching/lessons</p> <p><u>Office expenses</u> – postage, mailing, software, trade publications, fax line, cell or land line with % used for business, computer/tablet used for business</p> <p><u>Rent</u> – office, storage, equipment</p> <p><u>Repairs and Maintenance</u> – instruments, equipment, strings, picks, cords, reeds, etc.</p> <p><u>Other supplies</u> – instrument and music supplies, sheet music, downloads, equipment purchases</p> <p><u>Travel</u> – airfare, car rental, tolls, parking, lodging, wi-fi access, laundry</p> <p><u>Meals</u> – actual costs only when travelling out of town for business</p> <p><u>Mileage</u> – from your office where you store equipment and/or book appointments to/from business functions</p>	<p style="text-align: center;"><b>Truckers and Overnight Drivers</b></p> <p><b>Cannot use standard mileage for Trucker – must use actual expenses. This is only time we use actual expenses for car or truck.</b></p> <p><u>Truck expenses</u> – Gas, Oil, repairs, Insurance, Parking, Tires, Excise taxes (tax due on highway motor vehicles), Lease cost or depreciation of the truck</p> <p><u>Out of Town overnight travel expenses*</u> – Hotel, Meals (actual costs), bath/shower, locker rental fees, laundry/laundry supplies, tips, toiletries, car rental/gas</p> <p><u>Dues &amp; Fees</u> - License, Permits/fees, Security Bond, Trade Association Dues, Union Dues</p> <p><u>Supplies</u> – Back supporter, Citizens Band Radio, Fire Extinguisher, Maps, GPS, Safety Boots/shoes, Seat Cushion, Weather Receiver, Gloves (work)</p> <p>*Overnight stays away from tax home (tax home is location of regular place of business).</p> <p>Temporary assignment vs. Indefinite assignment - If your job away from home is temporary, then your tax home does not change and you can deduct travel expenses.</p>