

BookSmart, LLC

Bookkeeping & Accounting



Buford, Georgia 30518
(770) 614-8828 (770) 614-8829 fax
www.booksmartaccounting.com

Schedule C, Self-employed Checklist

Income

- List of bank deposits
- All 1099s
- Other income (interest etc)

Cost of good sold

- Beginning inventory
- Purchases of goods sold
- Materials & supplies
- Ending inventory
- Copies of 1099s to contractors

Salaries & wages

- Total gross wages paid
- Company paid FICA
- Federal unemployment paid
- State unemployment paid
- Worker's compensation paid

Auto expense

- Lease payments
- Auto insurance
- Interest on auto loan
- Repairs & maintenance
- Total miles driven
- Business miles driven
- Total gas purchases
- Date car purchased
- Model and make of auto

Expenses

- Advertising
- Commissions paid
- Liability insurance
- Interest paid
- Legal & professional fees paid
- Office supplies
- Rent paid
- Dues & subscriptions
- Travel expense
- Meals & entertainment
- Utilities
- Bank charges
- List of assets (cost & date acquired)
- Health insurance premiums

Office in home

- Total square feet of home
- Total square feet of office
- Mortgage interest
- Real estate taxes
- Utilities paid
- Home repairs
- Home insurance