



Schedule C / 1099 Tax Checklist Year Year of : _____

Name of Business: _____

Type of Business / Services _____

Address of the Business: _____

Federal Tax Identification: _____ Sole Proprietor ☐ Partnership ☐ C / S Corp ☐

Income / Sales \$ _____

Make and model of vehicle used for your business _____

Expenses

Accounting \$ _____

Advertising \$ _____

Auto & Truck Expense \$ _____

Bad Debts \$ _____

Bank Charges \$ _____

Commissions Paid \$ _____

Salary / Compensation of Officers \$ _____

Delivery & Freight \$ _____

Depreciation \$ _____

Dues & Subscriptions \$ _____

Employee Benefit Programs \$ _____

Insurance

Liability Insurance \$ _____

Self Employed Health Insurance \$ _____

Workers Comp. Insurance \$ _____

Other Insurance \$ _____

Interest Expense \$ _____

Janitorial \$ _____

Laundry & Cleaning \$ _____

Legal & Professional \$ _____

Licenses & Permits \$ _____

Meals & Entertainment \$ _____

Miscellaneous \$ _____

Office Expenses \$ _____

Outside Services \$ _____

Parking & Tolls \$ _____

Postage \$ _____

Printing \$ _____

Rents \$ _____

Repairs & Maintenance \$ _____

Salaries & Wages Attach W-2s & W-3

Security \$ _____

Supplies \$ _____

Taxes

Payroll Taxes \$ _____

Property Taxes \$ _____

State Taxes \$ _____

Other Taxes \$ _____

Telephone \$ _____

Equipment / Tools <\$500 \$ _____

Travel

Airfare \$ _____

Hotel / Lodging \$ _____

Transportation \$ _____

Uniforms \$ _____

Utilities \$ _____

Internet Service \$ _____

Continuing Education \$ _____

Website Expenses \$ _____

Other Expenses

\$ _____

\$ _____

Tax Breaks will prepare your Federal and State income tax returns based on the information you furnish to us. It is your (the taxpayers) responsibility to provide all information necessary to complete your tax returns. You represent to us that the information you provide is true, complete and accurate. In addition, you have retained all necessary receipts, written support and/or documentation should it be required by an IRS or State audit examination. If your refund is applied to outstanding debt(s), the tax preparer fee will be debited or charged to the account on file within 5 days.

I CERTIFY THAT ALL INFORMATION SUBMITTED TO TAX BREAKS IS CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature _____ Date _____

Last four of social _____ Mother's Maiden Name _____