



2023 Schedule C / 1099 Tax Checklist

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 _____