

# Self-Employed Business (Schedule C) Questionnaire

What does your business do?

How long have you had your business?

What is the name of your business?

Do you have a Federal ID number? (EIN) What is it?

Did you have anyone work for you last year?

Did you issue any w2's or 1099's?

## Income

What was your gross income? Gross receipts include all payments you received for your good or services you provided. This includes credit card income, checks, cash, electronic transfer, even bartering income.

## Expenses (Be prepared to show receipts to match your expenses)

Advertising

Taxes and licenses

Contract Labor

Travel

Wages and salaries

Meals

Interest

Repairs

Legal and Professional Services

Utilities for dedicated office

Office Expense

Other?

Rent

Supplies

**Did you use a cell phone for business?** Do you have a separate cell phone for business only?

How much did you pay for your cell phone line? What is the percentage of business use?

**Do you have a home office?** Do you have an office outside of your home?

Total square footage of the home? Office portion?

**Did you drive your personal vehicle for business?**

Total miles driven?

Business miles?

## **Assets**

Does your business own assets? (vehicles, equipment, buildings, furniture, etc. Things that are useful for more than one year?)

Did you buy any assets last year? Provide info: item, cost, date put into service

Did you dispose of (sell, give away, junk) any assets last year? Provide info: item, proceeds, date of sale

Do you have a separate bank account for your business?

How do you keep your records?

How do you keep your books?

This questionnaire covers much of the information needed to prepare your Schedule C. Be prepared to discuss all aspects of your unique business.