

WESTEN, GRAFF & CO
Schedule C - Business Income and Expense Worksheet

Business Name _____ Type of Business _____
 Business address _____ Federal EIN: _____

Home office space used exclusively for this Business:

Home Square Footage: _____ Home Office Sq Footage: _____

Business Vehicle

Date placed in Service _____ Rented or leased vehicle: _____
 Miles used for Business _____ Commuting Miles: _____

Inventory

Beginning of the year _____
 Purchases less cost of personal
 items _____
 End of the year _____

Income

Gross receipts or sales _____
 Returns and allowances _____
 Cost of Goods Sold _____
 Other income _____

Expenses

Advertising _____	Legal and professional fees _____
Car/Truck expenses _____	Office expense _____
Commissions _____	Repairs and maintenance _____
Contract labor _____	Supplies _____
Depletion _____	Taxes and licenses _____
Employee benefit programs _____	Travel _____
Insurance - other than health _____	Meals and Entertainment _____
Interest - mortgage _____	Utilities _____
Interest - other _____	Rented or leased equipment _____

Other Expenses (not listed above)

Estimated Tax Payments

	Federal	Date Pd	State	Date Pd
1st Qtr	\$ _____		\$ _____	
2nd Qtr	\$ _____		\$ _____	
3rd Qtr	\$ _____		\$ _____	
4th Qtr	\$ _____		\$ _____	

Fixed Assets (list any new equipment purchased with a value of \$1,000 or more)

Type of equipment	Purchase Date	Purchase Value
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

DISPOSED OF ASSETS (list any equipment that you disposed of in this tax year)

Type of equipment	Sale Date	Sale Price
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____