

Schedule C/Self Employment Checklist

Fill out this form for each return that has self-employment income. This form is a guide to make sure the tax preparer (Sun Loan Employee) has collected all required documentation.

Taxpayer Name _____ SSN _____ - _____ - _____

Required Documentation: The following forms are needed for EVERY return with self-employment income. These forms are required for anyone with Schedule C income or a 1099 NEC with income in Box 1.

- Completed & Signed **Schedule C Interview Sheet**
- Completed & Signed **Schedule C Worksheet**
- Completed **Schedule C/Self Employment Checklist** (this form)
- Proof of **ALL** income and expenses (categorized, organized, and totaled).
*Income and expenses cannot be taxpayer created, must be verifiable through a third party (i.e. receipts)
- ALL** 1099 NEC forms (if they received any)
- Completed Supporting Documentation Cover Sheet

Additional Documentation: The following forms are common items the taxpayer may have. Please check the boxes below of all the forms that apply to this taxpayer.

- Mileage Log (if they are claiming mileage, they must have a mileage log that includes date of trip, reason for trip, starting odometer reading, & ending odometer reading)
- Completed Auto Expense Worksheet if claiming mileage or auto expenses
- If the taxpayer maintains inventory (food trucks, Mary Kay, etc.)
Beginning inventory \$_____ Ending inventory \$_____
- Other forms (describe): _____

Preparer Name: _____ EFIN: _____

Sun Loan Store Phone Number: _____

Schedule C Worksheet

Either the taxpayer or tax preparer fill out this form to determine income and expenses for all returns with self-employment income. Tax preparer (Sun Loan Employee) must verify all information, collect legible documentation, and keep records in the taxpayer's file.

Taxpayer Name _____ SSN _____ - -

Type of Work/Business _____

Income:

Total income listed on all 1099 NEC forms in Box 1 (if any).....\$ _____

Total income not reported on 1099 NEC (gross sales, receipts, other).....\$ _____

Expenses: (Sun Loan employee must initial each box to confirm supporting documentation was received from the taxpayer.)

- Advertising.....\$ _____
 - Contract Labor – total amount the taxpayer paid to any worker(s).\$ _____
 - Business Insurance – workman’s comp, liability, etc.....\$ _____
 - Office expenses – software, cell phones, etc\$ _____
 - Supplies – paper, pens, printer ink, etc.....\$ _____
 - Business taxes and Licenses.....\$ _____
 - Business travel – lodging.....\$ _____
 - Meals.....\$ _____
 - Other Expenses: Describe below (use back of sheet if needed)
- _____ \$ _____
- _____ \$ _____

If you have car and/or truck expenses, please complete the **Auto Expense Worksheet*

I, the undersigned, hereby certify that all the information provided on this form is true and correct.

Taxpayer Signature: _____ Date: _____

I verify the taxpayer provided the above documents.

Interviewer Signature: _____ Date: _____