

# Schedule C / Form 2106 Worksheet -- Universal

Name \_\_\_\_\_ Social Security # \_\_\_\_\_ Tax Year \_\_\_\_\_

INCOME	Total Income	Attributed To W-2	Attributed To 1099

<b>COST OF GOODS SOLD</b> -- Materials that went directly into the creation of goods sold & shipping costs to get the materials. YEAR-ENDING INVENTORY (materials/finished goods at cost) _____			
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EXPENSES	Total Expense	Attributed To W-2	Attributed To 1099
Advertising & Publicity (business cards, greeting cards, mailings, promo items)			
Auto/Vehicle Expense: Bus. Miles _____ Total Miles _____			
Bank Fees _____ Credit Card Fees _____			
Commissions & Fees			
Contract Labor			
Dues & Subscriptions			
Education -- Job-related			
Gifts -- Business-related			
Insurance			
Interest Paid: Equipment _____ Credit Card _____ Other _____			
<b>Meals &amp; Entertainment</b>			
Office Supplies/Stationery			
Parking & Tolls			
Rental -- Equipment _____ Rental -- Business Property _____			
Repairs, Cleaning & Maintenance (building, equipment, etc.)			
Research (books, trade publications)			
Shipping, Postage, Courier Services			
Show Fees			
Small Tools			
Supplies (safety, cleaning, general shop, etc.)			
Tax Preparation/Accounting/Legal Fees for Business			
Telephone (bus.line, 2nd line, pager, internet fees, pay phone, bus.% of cell phone)			
Tips & Gratuities			
Travel: Airfare, Trainfare _____ Auto Rental, Taxi, Bus _____ Hotels _____ Meals -- List with Meals & Entertainment			
Other			

<b>HOME OFFICE:</b> Cost of Home _____ Business Sq.Ft. _____ Total Sq.Ft. _____ Improvements (before this yr.) _____ Improvements (this yr.) _____ Rent _____ Interest _____ Taxes _____ Insurance _____ Util./garbage _____ Repairs/maintenance _____
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EQUIPMENT EXPENSE: Item/Description	Bus. %	Date Purch.	Price