

Schedule C Worksheet



Income

Type of Income	
Income reported on 1099-MISC	\$
Income reported on 1099-NEC	\$
Cash Income	\$
Total Income	\$

This worksheet is for organizing self-employment income and expenses for your VITA preparer. If possible, please complete this worksheet to the best of your ability before your appointment. If you have multiple businesses, please complete a separate sheet for each business. Per IRS guidelines, VITA sites are required to report all possible expenses to ensure the return is accurate and that credit amounts are properly calculated.

Out of Scope for VITA:

- Reporting a net loss.
- Claiming depreciating assets with a value over \$2500.
- Employee expenses.
- Deducting cost of inventory/goods sold.

Expenses

Vehicle Expenses		
Total Business Mileage	Mi	
Split Miles (2022 Only)	(Jan-Jun) mi	(Jul-Dec) mi
Mileage Rate*	\$0.	
Mileage Expense (Mileage x Rate)	\$	
Type of Vehicle (Year/Make):		
Date Placed in Service		
Parking and Tolls	\$	
General Expenses		
Advertising	\$	
Commissions and Fees	\$	
Health Insurance Premiums	\$	
Business Insurance	\$	
Business Loan Interest	\$	

General Expenses (cont.)	
Cell Phone Plan	\$
Software Licenses	\$
Rent (not home office)	\$
Repairs	\$
Training/Certifications	\$
Travel/Meals	\$
Other Expenses (List)	

Mileage Rates:	2024	2023	Jan-Jun 2022	Jul-Dec 2022	2021
	\$0.67	\$0.655	\$0.585	\$0.625	\$0.56