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2021 Tax Preparation Checklist - Schedule C (Self-Employment)

<b>Self-Employment Checklist (You can give me a spreadsheet, Quickbooks data, etc.)</b>		
<b>Name, address, EIN of business</b>		
<b>Type of business</b>		
Did you have a PPP loan forgiven in 2021?		Loan amount and date forgiven
Did you miss work between 1/1/21 and 3/31/21 due to COVID illness?		Number of days
Did you miss work between 4/1/21 and 9/30/21 due to COVID illness?		Number of days
<b>All Income</b>		
If you provided 1099s, are they included in your total income listed?		
<b>Expenses (I do not need receipts, just totals in each category)</b>		
Advertising		
Commissions / Fees		
Postage / Office Supplies / Trade Publications		
Equipment Rental / Space Rental		
Supplies		
Restaurant meals for business purposes		
Other meals for business purposes		
Classes / Education / Training		
Client Gifts (Limited to \$25 per client)		
Portion of cell phone service used for business		
Public Transportation & Taxis		
Travel Expenses (Airfare, rental car, hotel)		
Depreciation		Depreciation schedule from 2020 returns
Equipment		Items more than \$500 need description, cost, and date put into service
<b>Inventory</b>		
Inventory on hand 1/1/2021		
Inventory purchased during 2021		
Inventory used for personal use		
Inventory on hand 12/31/2021		
<b>Auto Expenses</b>		
Make & Model of car		
First day car went into service		
Total mileage for the year		
Total Business mileage		
Total parking & tolls		
<b>Home Office (used exclusively and regularly for business)</b>		
Square footage of office		
Square footage of home		
Rent		
Mortgage		
Real estate taxes paid		
Homeowners Insurance & Association Dues		
Utilities		
Repairs & Maintenance		
First day home was used & value on that day		