



CLEVELAND BUSINESS SERVICES  
 2407 Georgetown Road NW  
 Cleveland, Tennessee 37311  
 Phone: 423-86-TAXES (423-868-2937)  
 Visit us at [www.cbstn.net](http://www.cbstn.net)

## Small Business Tax Worksheet (Schedule C only)

Information provided on this form should be **BUSINESS ONLY** figures.  
**DO NOT** include ANY personal income or expenses on this form.

### TAXPAYER INFORMATION

Taxpayer Name:	_____
Business Name:	_____
EIN (if applicable):	_____
Type of Work:	_____

Is this your first year filing for this business?	YES	NO
Did you pay contractors during the year?	YES	NO
Did you file all required 1099s?	YES	NO

### INCOME INFORMATION

How many 1099-NEC or 1099-MISC forms did you receive?	_____
Total amount of income from forms counted above:	\$ _____
Total business income not reported on 1099 forms:	+ \$ _____
Grand total of all business income:	\$ _____

### BUSINESS USE OF HOME

Home office deductions need to only be counted using the part of your personal home that is used for **BUSINESS ONLY**. This deduction can NOT be used for any area that is used for any personal use **AT ALL**.

Total Sq Ft of Home: \_\_\_\_\_ sq ft      Area used 100% for business: \_\_\_\_\_ sq ft

**This is for the simplified method.**  
**Please see your tax professional should you want to use the actual expense method**



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Taxpayer Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

### EXPENSES

Figures provided for each category need to be the grand total of that category for the entire tax year. This number will be what is reported on your tax return. You are responsible for being able to provide the legitimacy of the expense should the need ever occur.

*\*Explanations and examples are available upon request*

1099 Subcontracted Labor	\$ _____	Property/Store/Office Rent	\$ _____
Job Supplies & Materials	\$ _____	Equipment Rentals	\$ _____
Advertising Expenses	\$ _____	Building Repairs & Maintenance	\$ _____
Bank Fees	\$ _____	Equipment Repairs & Maintenance	\$ _____
Credit Card Interest	\$ _____	Sales Tax Paid	\$ _____
Loan Interest	\$ _____	Travel Expenses	\$ _____
Business Insurance <i>(not auto or personal)</i>	\$ _____	Meals	\$ _____
Dues & Subscriptions	\$ _____	Are your hours regulated by DOT?	YES NO
Shipping & Postage	\$ _____	Electricity & Water Utilities	\$ _____
Legal Fees	\$ _____	Phone & Internet Utilities	\$ _____
Tax & Accounting Services:	\$ _____	Trash & Waste Utilities	
Office & Clerical Expenses	\$ _____		
Payroll Wages	\$ _____	Payroll Taxes Paid	\$ _____





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Taxpayer Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

## AUTOMOBILE EXPENSES

### Vehicle #1

Year, Make and Model: _____		
Have you reported vehicle on previous tax returns?	YES	NO
If yes, have you depreciated vehicle?	YES	NO
Do you have evidence or record of miles reported?	YES	NO
Business Miles Driven _____	Personal Miles Driven _____	
Fuel Costs	\$ _____	
Auto Repairs & Maintenance	\$ _____	
Auto Insurance	\$ _____	

### Vehicle #2

Year, Make and Model: _____		
Have you reported vehicle on previous tax returns?	YES	NO
If yes, have you depreciated vehicle?	YES	NO
Do you have evidence or record of miles reported?	YES	NO
Business Miles Driven _____	Personal Miles Driven _____	
Fuel Costs	\$ _____	
Auto Repairs & Maintenance	\$ _____	
Auto Insurance	\$ _____	

I UNDERSTAND IT IS MY RESPONSIBILITY TO HAVE WRITTEN DETAILS REGARDING  
**BUSINESS MILES CLAIMED.**

PLEASE SIGN: \_\_\_\_\_ Date: \_\_\_\_\_





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Taxpayer Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

## ADDITIONAL BUSINESS EXPENSES

Do you have any other business expenses not mentioned or listed elsewhere?

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

## IMPORTANT NOTES

### ANNUAL REPORT FILINGS

Tennessee LLC's are required to file a TN Annual Report each year. Fees paid to the state are \$300-\$325 each year. We are happy to complete this filing and pay all fees for a charge of \$429.

<b>Would you like us to complete this filing for you?</b>	YES	NO
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### OTHER BUSINESS TAX FILINGS

Most Tennessee businesses are required to file the annual BUSINESS TAX return as well as an annual FRANCHISE & EXCISE TAX return. If you would like us to file these returns for you, please provide your TNTAP info below. (If we have filed these previously, we should have your login information on file.)

<b>Would you like us to complete this filing for you?</b>	YES	NO
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**TNTAP UN:** \_\_\_\_\_ **TNTAP PW:** \_\_\_\_\_

