



Professional Services

Monthly Accounting, Taxes and Payroll

Betty Smith
IRS Certified Tax Preparer

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Schedule C – Small Business Revenue and Expense Worksheet

| | |
|--|--|
| Income | |
| | |
| Advertising | |
| Dues & Subscriptions | |
| Fuel | |
| Insurance | |
| Material/Supplies (other than office supplies) | |
| Meals & Entertainment | |
| Office Supplies | |
| Outside Services | |
| Professional Fees | |
| Repairs | |
| Telephone and Internet | |
| Training/Education | |
| Uniforms – Work clothes | |
| Other business expenses (ex: loan interest) | |
| - | |
| - | |
| - | |
| - | |
| - | |

If you are claiming business expenses and have paid over \$600 to a non-corporate entity or individual you will need to file 1099's by January 31, 2025. If Professional Services is issuing the 1099's on your behalf the information should be to the office no later than January 10, 2025