

Questionnaire and Supporting Documentation

Form 1040 Schedule C (Profit or Loss from Business)

This questionnaire lists the types of records you need to send us to prove your Schedule C income and expenses. The law requires you to keep adequate records to complete your Schedule C. Please review each line of this questionnaire and answer every question.
Return the questionnaire along with copies of your supporting documents.

Note: Failure to complete all parts of this questionnaire and submit the supporting documentation can delay the examination of your return and the final determination of your tax liability.

Name	Social Security Number
Business address	Year business started
Telephone Number	Business website <i>(if applicable)</i>

1. Provide a description of your business *(type of work, product sold, service provided, hours of operation, where business is conducted, etc.)*

2. Provide a copy of your business license or permit if applicable

3. How do you advertise your business? If you pay for advertisement, submit copies of receipts or other proof of payment

4. Did you file state or local sales tax returns for the year

Yes *(provide copies)* No Not applicable

5. Did you receive Forms 1099-MISC, 1099-NEC or 1099-K for the income reported

Yes *(provide copies)* No

6. Provide copies of records to support the business income reported for any income you received not included on a Form 1099. Check all boxes that apply *(below references are intended to be illustrative and don't constitute government endorsement of any private product, service, entity, or enterprise)*

- Business/Personal bank account statements with business income highlighted
- Accounting records *(e.g., QuickBooks, Peachtree)*
- Electronic payment records *(e.g., Apple Pay, PayPal, Zelle, Cash App)*
- Logbooks/Ledgers
- Invoices/Receipts issued to customers for goods and services
- Other _____

7. Provide copies of records to support the business expenses reported. Check all boxes that apply *(below references are intended to be illustrative and don't constitute government endorsement of any private product, service, entity, or enterprise)*

- Invoices/Receipts received from suppliers for goods and services purchased
- Rental Contracts
- Business insurance contracts
- Electronic payment records *(e.g., Apple Pay, PayPal, Zelle, Cash App)* with expenses highlighted
- Mileage log and receipts for actual car/truck expenses
- Bank/Credit card statements with expenses highlighted
- Other _____

Information about Schedule C can be found in IRS Publication 334, Tax Guide for Small Business, and Publication 583, Starting a Business and Keeping Records. These publications can be downloaded from www.irs.gov/forms or can be requested by calling 800-TAX-FORM (800-829-3676).

For Paperwork Reduction Act Notice, see the Schedule C Instructions.