



Sole Proprietor Tax Organizer

SCHEDULE C (FORM 1040) · TAX YEAR 2026

For self-employed individuals and single-member LLCs — complete one organizer per business. If you keep books in QuickBooks or similar software, you may provide a profit & loss statement instead of Sections 2 and 3.

1 BUSINESS INFORMATION *complete one organizer per business*

Business name (if applicable)

Business address City State ZIP

Describe your business

Business belongs to: ☐ Taxpayer ☐ Spouse ☐ Both Employer ID # (EIN, if you have one)

Business start date Do you carry inventory? ☐ Yes ☐ No *If yes, complete the Cost of Goods Sold section.*

Total health insurance premiums paid (taxpayer & family only — not employees) \$

2 INCOME

Total sales / gross receipts \$

Returns and refunds \$

Portion of receipts reported on Form 1099-K \$

Other business income (describe in Notes) \$

Total income \$

3 BUSINESS EXPENSES *do not include equipment purchases — list those under Asset Purchases*

Advertising \$	Travel \$
Contract labor (1099-NEC required for unincorporated payees paid \$600+) \$	Business meals \$
Employee benefit programs (including employee health insurance) \$	Utilities (not home-office utilities) \$
Interest paid (not auto or home interest) \$	Wages (only if you issue W-2s) \$
Legal and professional services \$	Telephone expense \$
Office expense \$	Professional development \$
Rent or lease (vehicles, machinery, equipment) \$	Internet service \$
Rent (office, storage) \$	Parking and tolls \$
Repairs & maintenance \$	Cell phone (100% of total) \$
Supplies and small tools \$	Business-use percentage %
Taxes and licenses (not home-office real estate tax) \$	Other expenses (list and total by category)
	 \$
	 \$
	 \$
	Total business expenses \$

4 COST OF GOODS SOLD *complete only if your business carries inventory*

Opening inventory on the first day of the year	\$	
Purchases of product <i>(less items withdrawn for personal use)</i>	\$	
Cost of labor related to sale or production	\$	
Materials and supplies used in manufacture or sales production	\$	
Other costs related to sale or production	\$	
Closing inventory at the end of the year	\$	
Cost of goods sold	\$	

5 BUSINESS USE OF AUTOMOBILE

You may claim either actual expenses or the standard mileage rate — if you use standard mileage, there is no need to fill in actual expenses (Section 6). Proof of business use (a mileage log or written calendar) is required unless the vehicle was 100% business use. Complete for each vehicle used in this business.

Make	Model	Year
Purchase date	Purchase price \$	
Date first used for business		
Interest paid on vehicle loan \$		

Miles for this tax year

Business miles <i>(not including commuting)</i>	
Commuting miles	
All other personal-use miles	
Total miles for the year	

Do you have another vehicle available for personal use?

☐ Yes ☐ No

Was this vehicle available for your use during off hours?

☐ Yes ☐ No

Do you have evidence to support the business use of this vehicle?

☐ Yes ☐ No

If yes, is the evidence written, in the form of a log or calendar?

☐ Yes ☐ No

6 AUTO EXPENSES *skip if using the standard mileage rate*

Garage rent	\$	
Gas, oil	\$	
Insurance	\$	
Licenses	\$	
Parking fees	\$	
Lease payments	\$	

Repairs	\$	
Tires	\$	
Tolls	\$	
Registration fees	\$	
Other expenses <i>(list)</i>		
	\$	
	\$	

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BUSINESS USE OF HOME

Did you use a portion of your home for regular and exclusive business use?

☐ Yes ☐ No

Date you first used your home for business

Insurance \$

Area used regularly & exclusively for business sq ft

Repairs & maintenance (*entire home*) \$

Total area of home sq ft

Repairs & maintenance (*business area only*) \$

Rent paid \$

Utilities \$

Please provide backup documents for home mortgage interest paid and real estate taxes paid.

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ASSET PURCHASES & DISPOSITIONS

tangible items generally over \$2,500

Assets purchased

DESCRIPTION	DATE PURCHASED	TOTAL COST

Assets sold or disposed of

DESCRIPTION	DISPOSITION DATE	SALES PRICE

Notes & additional information

I affirm that the information contained in this tax organizer, submitted to Fondahn CPA for preparing tax returns, is true, correct, and complete to the best of my knowledge. I further affirm that I have documentation and receipts to support this information.

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