

Department of the Treasury — Internal Revenue Service
Questionnaire and Supporting Documentation
Form 1040 Schedule C (Profit or Loss from Business)

Name _____ Social security number _____

Business Address _____

Telephone Numbers (Home) _____ (Business) _____

Business Website (if available) _____

1. Please provide a description of your business. (Type of work, product sold, service provided, hours of operation, where business is conducted)

2. Did you receive Form(s) 1099 MISC for the income reported?

No Yes (Please send a copy of the Form(s) 1099)

3. If you did not receive Form(s) 1099 MISC for the income reported, provide a copy of the record of income showing the customer name. Also, include the social security number or employer identification number, if available.

4. Is a license a requirement of your occupation? No Yes

Do you have a business license? No Yes (Please provide a copy of your license.)

5. How do you advertise for business? (Please submit copies of your advertisement and paid receipts)

Newspaper Personal Computer

Flyers Other (Please explain.) _____

6. By law, you are required to keep adequate records. What type of records do you maintain to verify business income and expenses? (Check all boxes that apply.) (Please submit copies of records.)

Accounting Records Computer Records Business Bank Accounts

Paid Invoices/Receipts Business Stationery Insurance

Advertising Car/Truck Expense Rental Expense

Log Books Ledgers Suppliers (name & address)

Other (Please specify.) _____

This is not an all inclusive listing. If you have other forms of documentation to support your business, please explain and submit copies of the documents.

7. Did you file state and/or local sales tax returns for the tax year? No Yes (Please send copies.)

Note: If you claimed a refund on your return and have not received it, we will not consider your claim until we review your documentation and make a final determination regarding your tax liability. Failure to complete all parts of this questionnaire and submit documentation to verify income and expense may delay our review of your claim for refund.