

Freelance Worksheet

Your Financial Complexities Simplified

To summarize income and expenses for freelance activity (sole proprietor or single member LLC).

Complete this worksheet to help us prepare your Schedule C. This applies to freelancers, gig workers, consultants, and single-member LLC owners.

Business Information

Field	Information
Business Name (or your name if no DBA)	
Business Description / Type of Work	
EIN (if applicable) or SSN	
Business Start Date	
Accounting Method	Cash Accrual

Income

Income Source	Annual Amount
1099-NEC income (report each client/platform separately if possible)	\$_____
1099-K income (PayPal, Venmo, Stripe, Cash App, etc.)	\$_____
Cash / check payments not reported on a 1099	\$_____
Other business income	\$_____
TOTAL GROSS INCOME	\$_____

Business Expenses

Expense Category	Annual Amount
Advertising & marketing	\$_____
Software & subscriptions	\$_____
Office supplies	\$_____

Contract labor / subcontractors	\$_____
Vehicle / mileage (miles: _____)	\$_____
Home office (sq ft used: _____)	\$_____
Phone & internet (business %)	\$_____
Professional fees (legal, accounting)	\$_____
Business insurance	\$_____
Education & training	\$_____
Travel	\$_____
Meals (business, 50% deductible)	\$_____
Equipment / supplies purchased	\$_____
Other expenses (describe below)	\$_____
TOTAL EXPENSES	\$_____

Estimated Tax Payments Made

Quarter	Date Paid	Amount
Q1		\$_____
Q2		\$_____
Q3		\$_____
Q4		\$_____

Documents to Provide

All 1099-NEC and 1099-K forms received

Bank/payment platform statements (PayPal, Venmo, Cash App, Stripe)

Mileage log or vehicle expense records

Receipts for business purchases and expenses

Home office measurements (if claiming home office deduction)

Questions about this worksheet? Contact AskHolmes at askholmes.info or (786) 550-5959.