

NYC Free Tax Prep for Self-Employed Filers Toolkit Income and Expense Trackers

These **income and expense trackers** will help you keep your self-employment cash flow organized, so you can be well-prepared for your tax appointment at the end of the year. You will need this information to complete your Schedule C form.

This toolkit has two pages:

Income Tracker: This sheet is where you track the money that you **earn**. When you receive a payment, log the date, and fill in all the details. Print out another sheet whenever you run out of space. Make sure to keep a record of payment.

Expense Tracker: This sheet is where you will keep track of any money you **spend** on your business. For each business cost, log the date, and add details. Print out another sheet whenever you run out of space. Make sure to save your receipts.

If you have any questions about tracking your income or expenses, get in touch with one of our [Free In-Person Specialized Tax Prep Providers for Self-Employed Filers](#).

Income Tracker

Date	Name of Person or Entity Paying	Income Description	Means of Payment (cash, check, direct deposit, app)	Location of Proof of payment	Income Earned (\$)
Total					

Expense Tracker

Date	Name of Person or Entity Paid	Description of Expense	Schedule C Category (see list)	Receipt (Y/N)?	Cost (\$)
Total					

Expenses List (From Schedule C)

1. Advertising and Promotion
2. Car and Truck Expenses
3. Contract Labor
4. Legal and Professional Services
5. Office Expense
6. Supplies
7. Taxes and Licenses
8. Travel
9. Business Meals
10. Wages
11. Home Office Deduction Percentage = Square footage of home business use divided by square footage of total home
12. Other Expenses