



## Lesson Plan

### Income – Business; Form 1040, Line 12

Time Required: 20 minutes

Introduction	Objectives	Topics
<p>This lesson is designed to teach tax preparers how to report business income, including self-employment income, for taxpayers who are eligible to file Schedule C-EZ and Schedule C with limits.</p> <p>Form 1040, line 12, is used to report income from a business or profession operated as a sole proprietor or independent contractor.</p>	<p>Determine:</p> <ul style="list-style-type: none"> <li>• How to report business income</li> <li>• When to complete Schedule C-EZ or C</li> <li>• What business expenses are within the scope of the VITA/TCE program</li> <li>• How to complete Schedule C-EZ or C</li> <li>• Identify "red flags" when preparing a Schedule C tax return with EIC</li> <li>• What records to maintain</li> </ul>	 <p>Business income or loss information</p> <p>Reporting business income</p> <p>When to complete Schedule C or C-EZ</p> <p>Clarifying Taxpayers' Business Income and Expenses</p> <p>Business expenses</p> <p>Completing Schedule C-EZ</p> <p>Completing Schedule C</p> <p>Recordkeeping</p>

### Key Terms

**Actual Expense Method:** One of two methods for calculating business automobile expenses. For the actual expense method, the taxpayer determines the business portion of expenses for fuel, auto maintenance, parking fees and tolls, and auto loan interest. (The other method is the standard mileage method.) The actual expense method is out of scope for the VITA/TCE program.

**Business Expenses:** Business expenses are amounts that are ordinary and necessary to carry on the business.

**Business Income:** Business income is income received from the sale of products or services. For example, fees received by a professional person are considered business income. Rents received by a person in the real estate business are business income. Payments received in the form of property or services must be included in income at their fair market value.

**Cash Method of Accounting:** Accounting method that reports income when constructively received (not earned) and expenses when paid (not incurred), as opposed to the accrual method.

**Depreciation:** An annual deduction that allows taxpayers to recover the cost of property used in a trade or business or held for the production of income. The amount of depreciation depends on the basis of the property, its recovery period, and the depreciation method. In-scope for Military certification only (rental property).

**Earned Income:** Any income received for work, such as wages or business income.

**Employee:** Under common-law rules, anyone who performs services for you is your employee if you can control what will be done and how it will be done. This is so even when you give the employee freedom of action. What matters is that you have the right to control the details of how the services are performed.

**Independent Contractor:** People who are in an independent trade, business, or profession in which they offer their services to the general public are generally independent contractors. The general rule is that an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done. The earnings of a person who is working as an independent contractor are subject to self-employment tax.

**Inventory:** The items the taxpayer buys or makes for resale to others.

**Regular Method:** Most common method for computing self-employment tax. Under the regular method, the net self-employment income entered on Schedule SE is the sum of net self-employment earnings from the taxpayer's Schedules C, C-EZ, and F. (Taxpayers should consult a professional tax preparer or a military legal assistance officer if they use a different method or require Schedule F.)

**Self-employment Income:** Earned income from a trade, business, farming, or profession that is not paid by an employer. For example, seamstresses and lawn care workers who work for themselves (and not for someone else) are considered self-employed.

**Sole Proprietor:** (See independent contractor.)

**Standard Mileage Method:** One of two methods for calculating business automobile expenses. For the standard mileage method, the taxpayer multiplies the business miles by the mileage rate for that tax year. (The other method is the actual expense method).

**Statutory employee:** If workers are independent contractors, such workers may nevertheless be treated as employees by statute (a statutory employee) for certain employment tax purposes.

**Qualified Medicaid waiver payments:** Payments by a state, a political subdivision of a state, or a certified Medicaid provider under a Medicaid waiver program to an individual care provider for nonmedical support services provided under a plan of care to an individual (whether related or unrelated) living in the individual care provider's home.

## Teacher Tips

### Guidelines for Lesson

Guideline	Instructor Notes	Presentation Aids
Lesson background info	<b>Review</b> the online demo of TaxSlayer on reporting business and self-employment income.	<b>TaxSlayer® Demo:</b> From the Practice Lab, select : <ul style="list-style-type: none"> <li>• TaxSlayer IRS training</li> <li>• Click the appropriate demo</li> </ul>
Provide details and engage the students	<b>Discuss</b> all tips and cautions in detail.  <b>Ask</b> students to read and/or role-play examples.  <b>Review</b> answers to each exercise; ask students how they arrived at their answers.	<b>Internet:</b> Link & Learn Taxes (L&LT) Income – Business; Form 1040, Line 12

## Topic-specific Tips

Topic Name	Instructor Notes	Presentation Aids
Introduction	<p><b>Review</b> lesson objectives.</p> <p><b>Review</b> list of references.</p> <p><b>State</b> the presentation time.</p> <p><b>Review</b> Key Terms for the lesson.</p> <p><b>Review</b> the Tax Topics found on <a href="http://www.irs.gov">www.irs.gov</a>.</p> <p><b>Review</b> what lines on Form 13614-C impact business income.</p> <p><b>Remind</b> students that preparation of tax returns with Schedule C are in scope for VITA/TCE when the return meets the same criteria as a Schedule C-EZ return, as long as expenses are \$10,000 or less.</p> <p><b>Ask</b> students to explain if they know the difference between an independent contractor and an employee (see Pub 15-A).</p>	<p><b>Visuals:</b></p> <p><a href="#">Form 1040</a>, Page 1 Income section</p> <p><a href="#">Form 13614-C</a>, Page 2, Part III</p> <p><a href="#">Schedule C-EZ</a> and <a href="#">Schedule C</a></p> <p><a href="#">Schedule SE</a></p> <p><a href="#">Pub 15</a></p> <p><a href="#">Pub 15-A</a></p> <p><b>Internet:</b></p> <p>Tax Topics: <a href="#">Business Income</a></p> <p>Tax Topics: <a href="#">Small Business/Self-Employed</a></p> <p>Tax Topics: <a href="#">Independent Contractor vs. Employee</a></p>
Business income or loss information	<p><b>Review</b> L&amp;LT topic Business Income or Loss Information.</p> <p><b>Prompt</b> students to share what they know about business income using the questions from the topic.</p> <p><b>Ask</b> students what type of follow-up questions they should ask taxpayers to determine if the taxpayer or spouse had business income.</p> <p><b>Ask:</b> What are sources of business income information? <b>Answer:</b> Form 1099-MISC (Nonemployee compensation) and Form W-2 (Statutory Employee), and taxpayer records.</p> <p><b>Point out</b> that cash payments received by self-employed taxpayers must be included in their business income on Schedule C-EZ or Schedule C. This is true even if the income is not reported on Form 1099-MISC.</p> <p><b>Caution</b> students that some employers misclassify workers as independent contractors and report their earnings on Form 1099-MISC. Taxpayers who believe they have</p>	<p><b>Visuals:</b></p> <p><a href="#">Form 13614-C</a>, Page 2, Part III</p> <p><a href="#">Form 1099-MISC</a>, box 7</p> <p><a href="#">Form W-2</a>, box 13</p> <p><b>Internet:</b></p> <p>L&amp;LT Business Income, Business Income or Loss Information</p> <p>FAQs: <a href="#">Form 1099-MISC &amp; Independent Contractors</a></p> <p>Bulletin: <a href="#">Notice 2014-7</a></p>

been misclassified should contact the IRS and ask for help.

<p>Reporting business income</p>	<p><b>Review</b> L&amp;LT topic Reporting Business Income.</p> <p><b>Ask:</b> What does TaxSlayer do with the income and expenses entered into Schedule C-EZ?  <b>Answer:</b> TaxSlayer calculates and applies the net profit to the correct line on Schedule SE and computes the self-employment tax. Amounts are then transferred to the correct lines of Form 1040.</p> <p><b>Present</b> TaxSlayer training tutorial on Business Income up through entering Form 1099-MISC income into Schedule C-EZ.</p>	<p><b>Visuals:</b>  <a href="#">Schedule C-EZ</a></p> <p><b>Internet:</b>  L&amp;LT Business Income, Reporting Business Income</p> <p><b>TaxSlayer Demo:</b>  From Form 1040 line 12, link to Schedule C or C-EZ</p> <p>From Schedule C/C-EZ line 1, link to Form 1099-MISC and 'Scratch Pad'</p>
<p>When to complete Schedule C or C-EZ</p>	<p><b>Review</b> L&amp;LT topic When to Complete Schedule C or C-EZ.</p> <p><b>Ask:</b> What are the conditions for taxpayer's use of Schedule C-EZ and Schedule C?</p> <p><b>Emphasize</b> that before starting to prepare the return, the volunteer must determine if the business qualifies to be reported on Schedule C-EZ. This means estimating business income and expenses.</p> <p><b>Remind</b> students self-employment taxes are computed on Schedule SE for net earnings of more than \$400.</p> <p><b>State</b> that self-employment tax is automatically calculated in TaxSlayer.</p> <p><b>Inform</b> students that Schedule SE is covered in the Other Taxes lesson.</p>	<p><b>Visuals:</b>  <a href="#">Schedule C-EZ</a>, Part 1</p> <p><a href="#">Form 13614-C</a></p> <p>Form 1040, <a href="#">Schedule SE</a></p> <p><b>Internet:</b>  L&amp;LT Business Income, Reporting Business Income</p> <p>Tax Topics, <a href="#">Self-Employment Tax</a></p>

<p>Clarifying Taxpayers' Business Income and Expenses</p>	<p><b>Review</b> L&amp;LT topic Clarifying Taxpayers' Business Income and Expenses.</p> <p><b>Ask:</b> What are situations that raise a "red flag" for a volunteer preparing a tax return with Schedule C and EIC?</p> <p><b>Emphasize</b> that a taxpayer must be prepared to provide receipts and other documentation to support their claimed business income and expenses.</p> <p><b>Ask</b> students to read aloud the sample interview and discuss why the information Dana provides is inconsistent and incomplete.</p>	<p><b>Visuals:</b> Form 1040, <a href="#">Schedule C</a></p> <p><b>Internet:</b> L&amp;LT Business Income, Clarifying Taxpayers' Business Income and Expenses</p>
<p>Business expenses</p>	<p><b>Review</b> L&amp;LT topic Business Expenses in Scope for VITA/TCE.</p> <p><b>Present</b> continuation of previous TaxSlayer training tutorial on Schedule C/C-EZ.</p> <p><b>Direct</b> students to Pub 4012:</p> <ul style="list-style-type: none"> <li>• Travel Expenses chart</li> <li>• Deductible Transportation Expenses chart – to be used only if taxpayers' home is not their principal place of business</li> </ul> <p><b>Emphasize</b> that a self-employed taxpayer must report all ordinary and necessary expenses and claim all allowable deductions.</p> <p><b>State</b> TaxSlayer calculates and displays the business income (or loss) on Form 1040, line 12.</p>	<p><b>Visuals:</b> <a href="#">Schedule C Instructions</a>, Examples of business expenses</p> <p>Pub 4012, Deductions tab, <a href="#">Travel Expenses chart</a></p> <p>Pub 4012, Deductions tab, <a href="#">Deductible Transportation Expenses chart</a></p> <p>Pub 4012, Deductions tab, <a href="#">Schedule C-EZ</a></p> <p><b>TaxSlayer Demo:</b> From Schedule C/C-EZ line 2, link to 'Scratch Pad' for entering expenses (F9).</p> <p>Schedule C-EZ, Part III, vehicle expenses</p> <p>Schedule C, Part IV, vehicle expenses</p>
<p>Completing Schedule C-EZ</p>	<p><b>Review</b> L&amp;LT topic Completing Schedule C-EZ.</p> <p>Schedule C-EZ Part I, General Information:</p> <ul style="list-style-type: none"> <li>• <b>Inform</b> students they can refer to the Volunteer Resource Guide, Income tab, to review software entries for principal business codes.</li> </ul>	<p><b>Visuals:</b> <a href="#">Schedule C-EZ</a></p> <p>Pub 4012, Deductions tab, <a href="#">Schedule C-EZ Business Income</a></p>

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Part I:

- **Remind** students that Part I asks if a business made payments that would require filing of Form(s) 1099.

Part II:

- **Remind** students line 1 is the amount for gross receipts or sales.
- **State** that TaxSlayer will total all the expenses and transfer the amount to line 2.

Part III:

- **Ask:** Can taxpayers claim expenses for car repairs in addition to the standard mileage rate? **Answer:** No, the standard mileage rate takes into account the wear and tear on vehicles used for business.

**Point out** that the standard mileage rate includes all vehicle expenses except parking or tolls.

- **Go through** the Topic Activity (Roger), and verify students understanding.

[Pub 463](#)

**Internet:**

L&LT Business Income, Completing Schedule C-EZ

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Completing Schedule C

**Review** L&LT topic Completing Schedule C.

**Remind** students the same business expenses are deductible on both Schedule C and C-EZ.

**Remind** students that if the taxpayer's Form W-2 has the "Statutory employee" box checked, follow TaxSlayer guidance for the applicable line of Schedule C or C-EZ.

**Review** what is out of scope for Schedule C.

**Visuals:**

Pub 4012, Deductions tab, [Schedule C](#)

Form 1040, [Schedule C](#)

[Schedule C Instructions](#), Principal Business Codes

[Pub 463](#)

**TaxSlayer Demo:**

Show both pages of TaxSlayer Schedule C.

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Recordkeeping	<p><b>Review</b> L&amp;LT topic Recordkeeping.</p> <p><b>Direct</b> students to Pub 4012, Recordkeeping table.</p> <p><b>Discuss</b> the tools a taxpayer can use to reconstruct records for verifying income and expenses.</p> <p><b>Emphasize</b> that a volunteer can assist with simple record reconstruction, but extensive reconstruction must be left to the taxpayer or a paid tax preparer.</p> <p><b>Read</b> aloud the sample interview for taxpayer Dana.</p>	<p><b>Visuals:</b> Pub 4012, Deductions tab, <a href="#">Recordkeeping table</a>  <a href="#">Pub 583</a></p>
Practice	<p><b>Ask</b> students to select the problem based on their certification course of study.</p> <p><b>Verify</b> they have correctly entered the income.</p>	<p><b>Visuals:</b> <a href="#">Publication 4491-W Advanced Comprehensive Problem and Practice Exercises</a></p>
Skills Workout	<p><b>Review</b> the lesson exercises with the class.</p>	<p><b>Internet:</b> L&amp;LT Business Income: Click Certification Warm Up icon to review the exercises</p>

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References	
Form 1040	<a href="#">Form 1040</a> , Line 12
Form 13614-C	<a href="#">Form 13614-C</a> , Intake/Interview & Quality Review Sheet, Page 2, Part III
Form 1099-MISC	<a href="#">Form 1099-MISC</a> , Box 7, Nonemployee Compensation
Form W-2	<a href="#">Form W-2</a> , Box 13, Statutory Employee box
Schedule C-EZ	<a href="#">Net Profit From Business</a>
Schedule C	<a href="#">Profit or Loss from Business</a>
Schedule C Instructions	<a href="#">Instructions for Schedule C</a>
Schedule SE	<a href="#">Self-Employment Income</a>
Pub 4012	Pub 4012, Volunteer Resource Guide, Deductions and Income tab <a href="#">Travel Expenses chart</a> <a href="#">Deductible Transportation Expenses chart</a> <a href="#">Recordkeeping table</a> <a href="#">How/Where to Enter Income</a> <a href="#">Schedule C-EZ Business Income</a> <a href="#">Schedule C- Business Income, Page 1</a> <a href="#">Schedule C- Business Income, Page 2</a>
Pub 15-A	<a href="#">Pub 15-A, Employer's Supplemental Tax Guide</a>
Pub 17	<a href="#">Pub 17</a> , Part Two, Income
Pub 463	<a href="#">Pub 463, Travel, Entertainment, Gift, and Car Expenses</a>
Pub 583	<a href="#">Pub 583, Starting a Business and Keeping Records</a>
Pub 4491-W	<a href="#">Pub 4491-W</a> – Advanced - International Practice exercises
Optional	
Pub 535	<a href="#">Pub 535, Business Expenses</a>
Notice 2014-7	<a href="#">Notice 2014-7</a> , Qualified Medicaid Waivers Notice (Foster Care Payment)

## Recommended Classroom Activities



**Skills  
Workout**



**Certification  
Warm Up**



**Media: Videos  
& Audio**



**TaxSlayer  
Tutorial**



**Job Aids**



**Practice  
Lab**



### Skills Workout: Link & Learn Taxes Income – Business; Form 1040, Line 12

Click Skills Workout as a new way to access Link & Learn Taxes Business Income.



### Certification Warm Up – Summary and Exercises

Click Certification Warm UP as a new way to access the exercises in Link & Learn Taxes Business Income.



### Media: Video & Audio for Lesson

There is no media associated with this lesson.



### TaxSlayer Tips and Resources for Lesson

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Practice Lab Tutorial

From the [Practice Lab](#), select:

1. Enter the universal password (if you do not have the password, you can request it from your site coordinator or SPEC relationship manager).
2. Sign in to Practice Lab or create an account
3. Select the appropriate tutorial



### Practice Lab

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Practice Lab

<https://vita.taxslayerpro.com/IRSTraining/en/Account/Access>

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Job Aids

ITA and FAQs for Lesson

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Tax Map	FAQs for Small Business/Self-Employed/Other Business – Form 1099-MISC & Independent Contractors <a href="http://taxmap.ntis.gov/taxmap/ts0/smallbusiness_o_55aea18d.htm">http://taxmap.ntis.gov/taxmap/ts0/smallbusiness_o_55aea18d.htm</a>
FAQs	Small Business/Self-Employed/Other Business <a href="http://www.irs.gov/Help-&amp;-Resources/Tools-&amp;-FAQs/FAQs-for-Individuals/Frequently-Asked-Tax-Questions-&amp;-Answers/Small-Business,-Self-Employed,-Other-Business">http://www.irs.gov/Help-&amp;-Resources/Tools-&amp;-FAQs/FAQs-for-Individuals/Frequently-Asked-Tax-Questions-&amp;-Answers/Small-Business,-Self-Employed,-Other-Business</a>  Form 1099-MISC & Independent Contractors <a href="http://www.irs.gov/Help-&amp;-Resources/Tools-&amp;-FAQs/FAQs-for-Individuals/Frequently-Asked-Tax-Questions-&amp;-Answers/Small-Business,-Self-Employed,-Other-Business/Form-1099-MISC-&amp;-Independent-Contractors">http://www.irs.gov/Help-&amp;-Resources/Tools-&amp;-FAQs/FAQs-for-Individuals/Frequently-Asked-Tax-Questions-&amp;-Answers/Small-Business,-Self-Employed,-Other-Business/Form-1099-MISC-&amp;-Independent-Contractors</a>
Tax Trails	Self-Employment Income – Sole Proprietorship <a href="http://www.irs.gov/Individuals/Tax-Trails---Self-Employment-Income-2">http://www.irs.gov/Individuals/Tax-Trails---Self-Employment-Income-2</a> Self-Employment Income – Independent Contractors <a href="http://www.irs.gov/Individuals/Tax-Trails---Self-Employment-Income-4">http://www.irs.gov/Individuals/Tax-Trails---Self-Employment-Income-4</a>
Tax Topics	Business Income <a href="http://www.irs.gov/taxtopics/tc407.html">http://www.irs.gov/taxtopics/tc407.html</a>  Small Business/Self-Employed <a href="http://www.irs.gov/taxtopics/tc103.html">http://www.irs.gov/taxtopics/tc103.html</a> Independent Contractor vs. Employee <a href="http://www.irs.gov/taxtopics/tc762.html">http://www.irs.gov/taxtopics/tc762.html</a>  Self-Employment Tax <a href="http://www.irs.gov/taxtopics/tc554.html">http://www.irs.gov/taxtopics/tc554.html</a>

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