Self-Employed Income & Expense Tracker

Free template from Shoeboxed

Track what comes in and what goes out. Every expense category maps to its Schedule C line.

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Your name / business:

Tax year:

Total income:	**$4,300.00**
Total expenses:	**$157.29**
NET PROFIT (income – expenses):	**$4,142.71**

MONEY IN — Income

Date	Client / Source	Description	Amount	Notes
2026-01-12	Client payment	January retainer — Maple Design Co.	$2,500.00	Paid by ACH
2026-02-03	Invoice paid	Logo + brand guide, invoice #104	$1,800.00	

MONEY OUT — Expenses

Pick a category from the dropdown — the Schedule C line is built right in.

Date	Vendor	Category (Schedule C line)	Amount	Notes
2026-01-05	Adobe	Software / subscriptions / web (line 27a)	$59.99	Creative Cloud
2026-01-20	Staples	Office expense (line 18)	$84.30	Printer ink, paper
2026-02-10	Canva Pro	Software / subscriptions / web (line 27a)	$13.00	

This net profit is the number that flows to Schedule C. If it's $400 or more, you'll also owe self-employment tax (15.3%) on it. The home office and mileage deductions live on the bonus tabs — they don't work like a normal receipt, so most people miss them.

Thanks for grabbing the template.

Here's a little something extra, just for downloading it.

25% OFF SHOEBOXED PRO for 3 months

How to redeem:

1. Visit shoeboxed.com/templatedeal
2. Pick a plan on the pricing page that loads
3. Your 25% off for 3 months is already applied at checkout

If for some reason that link doesn't auto-apply, enter this code at checkout:

TEMPLATEDEAL

What is Shoeboxed?

We're a 20-year-old small-business app that turns paper and email receipts into a clean tax-ready database. Snap a receipt with the iPhone or Android app, forward an email, or ship us a shoebox in our Magic Envelope. Our team in Durham reviews and categorizes every receipt, and the totals are ready at tax time. The template you just downloaded works great. The app saves you the typing.

Risk-free: 30-day money-back guarantee on every plan.

shoeboxed.com

Bonus tab: 25% off Shoeboxed (see tab 'Bonus — 25% off Shoeboxed' for details)

Home Office Deduction Log

Two methods. Pick whichever gives you a bigger deduction.

Method 1 — Simplified (no receipts needed)

IRS simplified option. $5 per square foot, up to 300 sq ft. Maximum $1,500.

Square feet of your home office (cap at 300):	**150**
Simplified deduction (sq ft × $5, capped at $1,500):	**$750.00**

Method 2 — Actual expenses (often bigger; no cap)

Enter your home and office square footage. The sheet finds your business-use % and applies it to every ex

Home sq ft (total):	**1,500**
Office sq ft (used only for business):	**150**
Business use % (auto = office ÷ home):	**10.00%**

Expense category	Annual cost	Office use %	Deduction
Rent or mortgage interest	$18,000	10.00%	$1,800.00
Renters / home insurance	$1,200	10.00%	$120.00
Utilities (electric, gas, water)	$2,400	10.00%	$240.00
Home internet	$1,200	10.00%	$120.00
Repairs & maintenance	$1,500	10.00%	$150.00
	Total deduction (no cap):		**$2,430.00**

Free automated calculator at shoeboxed.com/home-office-calculator — pulls your home's square footage

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Business Mileage Log

Four fields per trip is all the IRS needs. 2026 business rate: 72.5¢ a mile before July 1 and 76¢ a mile from July 1. This is i

Year-to-date mileage:	**56**
Mileage deduction (72.5¢ before July 1, 76¢ from July 1):	**$40.60**

Date	Destination (name + address)	Business Purpose	Miles	Deduction
2026-03-04	Client studio, 22 Oak Ave, Austin TX	On-site shoot / meeting	26	$18.85
2026-03-18	FedEx Office, downtown	Print proofs for client	12	$8.70
2026-04-02	Co-working space, midtown	Client workshop	18	$13.05

	Hate typing trips? The Shoeboxed app tracks every drive on GPS in the background, texts you the list at end of day, and you reply with which were business. The mileage log fills itself.				