

Realtor tax organizer

Schedule C (Form 1040) for real estate agents

Prepared for the clients of (firm name)

Your name, and your spouse's if filing jointly

Answer each question, and for every yes send the records listed under it.

Your brokerage's year-end commission statement and your December card and bank statements answer many questions at once: send those first.

If you own rentals or fix and sell homes, say so in the last section and your preparer will send the matching organizer.

Your status

Based on: Publication 15-A, statutory nonemployees

Are you a licensed real estate agent paid by commission under a written independent contractor agreement? ☐ Yes ☐ No

If yes, send: Independent contractor agreement with the brokerage

Did you also receive a salary on a Form W-2? ☐ Yes ☐ No

If yes, send: Every Form W-2

Are you a broker-owner, or part of a team that splits commissions? ☐ Yes ☐ No

Did you change brokerages during the year? ☐ Yes ☐ No

If yes, send: Commission statement from each brokerage

Commission income

Based on: Schedule C, Part I; Instructions for Forms 1099-NEC

Did you receive a Form 1099-NEC from a brokerage or another payer? ☐ Yes ☐ No

If yes, send: Every Form 1099-NEC

Year-end commission statement from your brokerage

Send: Statement listing each closing, splits and fees

Did you receive referral fees from other real estate agents or brokers? ☐ Yes ☐ No

If yes, send: List of each payer and amount

Did you receive any other business income, such as consulting or rental-finding fees? ☐ Yes ☐ No

If yes, send: Invoices or payment records

Brokerage, dues and licenses

Based on: Schedule C, Part II

Desk, franchise, transaction and technology fees paid to the brokerage

Errors and omissions insurance premiums

MLS dues and local, state and national association dues

License renewal and continuing education costs

Did your brokerage deduct fees from your commission checks?

☐ Yes ☐ No

If yes, send: Commission statement showing the fees taken out

Car and travel

Based on: Publication 463, chapter 4; standard mileage rates

Did you drive your own car to listings, showings, closings or inspections?

☐ Yes ☐ No

If yes, send: Mileage log with date, address and purpose; Total miles driven in the year

Business miles from January 1 to June 30

Business miles from July 1 to December 31

Parking fees and tolls for business trips

Do you have a home office that is your principal place of business?

☐ Yes ☐ No

If yes, send: Completed home office questionnaire

Did you travel overnight for a conference or training?

☐ Yes ☐ No

If yes, send: Travel receipts and the event agenda

Marketing, gifts and meals

Based on: Publication 463, gifts and meals; Schedule C, Part II

Did you pay for listing photos, signs, brochures or online ads?

☐ Yes ☐ No

If yes, send: Invoices or card statements with the charges marked

Website, CRM, lead service and software subscriptions

Did you pay for staging a listing?

☐ Yes ☐ No

If yes, send: Staging invoices

Did you give closing or holiday gifts to clients?

☐ Yes ☐ No

If yes, send: List of recipients with the cost of each gift; Shipping and packaging costs listed separately

Did you buy meals for clients or referral partners?

☐ Yes ☐ No

If yes, send: Receipts noting who attended and the business purpose

Phone, lockbox key service and tablet costs, with business-use share

Help you paid for (fill in only if it applies)

Based on: Schedule C, Part II; Form W-9

Did you pay an assistant or transaction coordinator?

☐ Yes ☐ No

If yes, send: Form W-9 for each person paid; Copies of any Forms 1099-NEC you filed

Did you share commissions with another real estate agent outside the brokerage split?

☐ Yes ☐ No

If yes, send: Record of each payment

Taxes, health and retirement

Based on: Form 1040-ES; Schedule 1 (Form 1040)

Did you make estimated tax payments for the year?

☐ Yes ☐ No

If yes, send: Date and amount of each payment

Did you pay your own health insurance premiums?

☐ Yes ☐ No

If yes, send: Premium statements

Were you or your spouse eligible for an employer-subsidized health plan in any month?

☐ Yes ☐ No

If yes, send: The months of eligibility

Did you contribute to a SEP-IRA or solo 401(k)?

☐ Yes ☐ No

If yes, send: Contribution statements

Property you own (fill in only if it applies)

Based on: Instructions for Schedule E, real estate professionals

Do you own a rental property?

☐ Yes ☐ No

If yes, send: Completed rental property organizer

Hours you worked in real estate during the year, in sales and on your own properties

Send: Hours log or calendar

Did you buy a property to fix up and resell?

☐ Yes ☐ No

If yes, send: Purchase and sale closing statements; Renovation invoices

Anything else your preparer should know