

Business Tax Organizer

Income

Annual Totals

Gross receipts or sales _____

Returns and allowances _____

Other income _____

Interest income _____

Dividends _____

Recovery on bad debt _____

Expenses

Annual Totals

Officer compensation _____

Salaries and wages _____

Repairs and maintenance _____

Bad debts _____

Office rent _____

Interest paid _____

Advertising _____

Pension, Profit sharing _____

Employee benefits _____

Meals and entertainment _____

Accounting _____

Bank fees _____

Cell phone _____

Commissions _____

Credit and collection costs _____

Delivery _____

Discounts _____

Dues and subscriptions _____

Education and training _____

Equipment rental/lease _____

Gifts (\$20 or less each) _____

Expenses continued

Annual Total

Independent contractors

Insurance;

Buildings and equipment

Liability

Workers comp

Other

Internet

Janitorial

Laundry and cleaning

Legal and professional

Marketing

Meetings

Office expense

Outside services

Parking fees and tolls

Payroll processing

Permits and fees

Postage/shipping

Printing

Software

Supplies

Telephone

Small tools

Travel

Uniforms

Utilities

Waste removal

State taxes

Payroll taxes

Property taxes

Other Taxes

Licenses

Inventory

Inventory at the beginning of the year

Purchases

Cost of labor

Other costs

Inventory at the end of the year

Office in home

Square footage of space used exclusively for business

Total Square footage of home

Annual Total

Mortgage interest

Real estate taxes

Insurance

Rent

Repairs and maintenance

Utilities

Other

If you own your home

When did you purchase the home

Cost

Value of land

Business use of vehicle

(You must fill out a separate sheet for each vehicle)

Description of vehicle
Date place in service
Date purchased
Cost

Miles **Annual Total**

Business
Commuting
Other
Total

Expenses **Annual Total**

Garage rent
Gas
Insurance
Licenses
Oil
Parking fees
Rental fees
Repairs
Tires
Tolls
Other