

EXECUTIVES AND BUSINESS PROFESSIONALS TAX ORGANIZER

Your Name _____ Business Name _____ Tax Year _____

PROFESSIONAL FEES & DUES

License	
Professional Association Dues	
Professional Fees	
SUBTOTAL:	

SUPPLIES & EXPENSES

Business Meals (enter 100% of expenses)	
Business Cards	
Clerical Service	
Computer Software	
Computer Hardware	
Equipment Repair	
FAX Supplies	
Gifts & Greeting Cards	
Legal & Professional Services	
Office Expenses	
Photocopy Expenses	
Postage	
Printing	
Shipping	
Stationery	
SUBTOTAL:	

INTERNET/PHONE EXPENSES

Internet	
Phone	
Other	
SUBTOTAL:	

CONTINUING EDUCATION

Course Fees	
Materials & Supplies	
Seminar Fees	
SUBTOTAL:	

EQUIPMENT PURCHASES

Cellular Phone	
Office Phone	
FAX Machine and Copier	
Printers	
Equipment Rental/Leases	
Tools	
Office Furniture	
Uniforms	
Other	
SUBTOTAL:	

HOME OFFICE

Total annual utilities	
Sq Ft of house	
Sq ft used for business	
Property taxes	
Mortgage Interest	
Rent	
SUBTOTAL:	

EMPLOYEE EXPENSES

Commissions paid	
Independent contract labor	
Employee benefits	
SUBTOTAL:	

TRAVEL-OUT OF TOWN

Airfare	
Car Rental, Taxi, Bus, Train, and Subway	
Parking and Tolls	
Lodging (do not combine with meals)	
Meals (do not combine with lodging)	
Other:	
SUBTOTAL:	

AUTO TRAVEL

Parking Fees and Tolls	
Gas	
Repairs	
Maintenance	
Other	
SUBTOTAL:	

MISCELLANEOUS EXPENSES

Liability Insurance	
Subscriptions	
Permits and Fees	
Office Rent	
Repairs and Maintenance	
Security	
Taxes and Licenses	
Other	
SUBTOTAL:	

MILEAGE

Miles driven for business	
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GRAND TOTAL	
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