



PLUMBERS, CARPENTERS AND OTHER TRADES TAX ORGANIZER

Your Name _____ Business Name _____ Tax Year _____

PROFESSIONAL FEES & DUES

Union Dues	
Licenses	
Professional Association Dues	
SUBTOTAL:	

SUPPLIES & EXPENSES

Clerical Service	
Computer Software	
Computer Hardware	
FAX Supplies	
Legal & Professional Services	
Office Expenses	
Photocopy Expenses	
Postage	
Printing	
Shipping	
Stationery	
SUBTOTAL:	

INTERNET/PHONE EXPENSES

Internet	
Phone	
Other	
SUBTOTAL:	

MATERIALS & SUPPLIES

Wood & Building Supplies	
Piping & Plumbing Supplies	
Welding Supplies	
Building Supplies	
Painting Supplies	
Safety Equipment	
Power & Hand Tools	
Work Boots & Clothing	
Other	
SUBTOTAL:	

EQUIPMENT PURCHASES

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

MISCELLANEOUS EXPENSES

Workers Compensation Insurance	
Legal and Accounting Fees	
Advertising	
Liability Insurance	
Work Permits	
Building Permits	
Equipment Repairs	
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:	

CONTINUING EDUCATION

Course Fees	
Materials & Supplies	
Seminar Fees	
SUBTOTAL:	

AUTO TRAVEL

Parking Fees and Tolls	
Gas	
Repairs	
Maintenance	
Other	
SUBTOTAL:	

EMPLOYEE EXPENSES

Independent contract labor	
Employee benefits	
Wages & Salaries Total	
Payroll Taxes Paid	
SUBTOTAL:	

MILEAGE

Miles driven for business	
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GRAND TOTAL	
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