

Business Tax Organizer

Tax Year: _____

Business Name: _____

Revenue Sales - Income		Other Expenses - List Below	
Purchases / Cost of Goods Sold			
Labor - 1099 Subcontractors			
Expenses:			
Advertising			
Bank Charges			
Contract Labor			
Dues & Subscriptions			
Educational Courses			
Equipment Rental		Equipment purchases (date & amount)	
Insurance Liability / Business			
Internet			
License Fees			
Legal & Professional Fees			
Meals		Vehicle Expenses:	
Parking & Tolls		Payment - Lease Only	
Permit & Fees		Insurance	
Office Expenses		Gas	
Office Supplies		Repairs & Maintenance	
Rent Expenses (business only)		Misc. Auto Expenses	
Repairs & Maintenance		Make / Model / Year of Vehicle	
Seminars & Training		Total Mileage for tax year	
Supplies		Business Mileage for tax year	
Storage		Commuting Miles (<i>home to first stop or business location</i>)	
Security			
Taxes & Licenses			
Telephone - Office		Vehicle Purchase (date & amount)	
Telephone - Cell Phone			
Tools		Opening Bank Balance (January 1st)	
Travel		Closing Bank Balance (December 31st)	
Uniforms		Inventory - Beginning of year	
Utilities		Inventory - Ending of year	

The following information is from my accounting records of income and expenses for filing of the _____ tax year. These amounts are from actual source documents and are not rounded or estimated. All source documents are available upon request and must be kept for seven years. If needed you will be able to provide proof of all figures listed above. By signing below you acknowledge this is true and correct for the filing of your income taxes.

Taxpayer Signature

Date

Spouse Signature

Date