

Business Income Tax Organizer:

Information - Income - Expenses



General Info

This package will assist in getting your Business and/or Self-Employment income and expenses organized. Please make use of it so that we may efficiently and effectively prepare your Business/Self-Employment tax return.

Business Type (Principal Trade or Profession)

Type of Entity (please check one)	
<input type="checkbox"/>	Sole Proprietor (for individually owned business and/or self-employed, independent contractor)
<input type="checkbox"/>	Single Member LLC (if you established an LLC but you are the only member and owner)
<input type="checkbox"/>	Limited Liability Company (LLC with two or more members/owners)
<input type="checkbox"/>	Partnership (Two or more co-owners responsible for business. No separate entity established for the business)
<input type="checkbox"/>	S-Corp
<input type="checkbox"/>	C-Corp

Name of Business

Entity ID Numbers	
<u>Employer Identification Number (EIN)</u>	<u>State Entity ID Number</u>

Business Contact	
Address:	Phone:
	Email:

Owner(s) Information			
Name	Title	Partner SS# or Taxpayer ID	Percent (%) Owner

Notes:

Business Income Tax Organizer:

Information - Income - Expenses



Cost of Good Sold

Cost of Goods Sold (COGS) Defined

Cost of goods sold applies to those businesses that sell a product or good. This COGS section does not apply to those who have a service business. Businesses that sell a good or product please use this section to determine the total amount of COGS. Cost of goods sold (COGS) is the direct costs attributable to the production of the goods sold in a company. Use this section to help accurately calculate COGS.

Inventory

Beginning Inventory -How much of your product or goods did you have on hand when the year started? (Your cost not the retail value)

\$

Ending Inventory -How much of your product or goods did you have on hand when the year ended? (Your cost not the retail value)

\$

Cost of current year purchased inventory

Cost of raw materials	\$
-----------------------	----

Cost of goods purchased for resale	\$
------------------------------------	----

Product packaging material costs	\$
----------------------------------	----

Cost of supplies (used directly for producing goods)	\$
--	----

Interest (for inventory goods purchased on credit)	\$
--	----

Notes:

Business Income Tax Organizer:

Information - Income - Expenses



Business Expenses

Description	Amount
Accounting	
Bookkeeping Service	\$
Accounting Software	\$
Advertising & Marketing	
Graphic Design Fees	\$
Cost of Printing Promo Materials	\$
Signage	\$
Radio Ads	\$
TV Commercial Ads	\$
Newspaper, Magazine, Print Ads	\$
Website Design	\$
Website Maintenance	\$
SEO	\$
Pay-per-click Ads	\$
Web Ads	\$
Social Media Promos	\$
Promo Materials (Logo: shirts, hats, pens, mugs, etc.)	\$
Trade Show and Event Costs	\$
Community Outreach (sponsorship and donations)	\$
Memberships(chamber of commerce etc.)	\$
Auto and Truck Expenses	
Vehicle Make:	
Vehicle Model:	
Vehicle Year:	
Total Miles Driven This Year	Mi.
Business Miles Driven	Mi.
Gas	\$
Oil and Lubricant	\$
Tires and Batteries	\$
Repairs and Maintenance	\$
Auto Club and Auto Memberships	\$
Vehicle Storage and Garaging Cost	\$
Washing	\$
Insurance	\$
Interest on Car Note	\$
Lease Payments	\$
Registrations and Taxes	\$
Parking Fees and Tolls (business only)	\$
Other:	\$
Other:	\$

Business Income Tax Organizer:

Information - Income - Expenses



Business Expenses (continued)

Description	Amount
<i>Bank Charges</i>	\$
<i>Charity</i>	\$
<i>Computer Expenses</i>	
IT Support	\$
Software	\$
Antivirus and Protection	\$
Repair and Maintenance	\$
Apps and Downloads	\$
Computer Purchases	\$
Computer Equipment Purchases	\$
Networking Costs	\$
POS System	\$
Other:	\$
Other:	\$
<i>Delivery and Freight</i>	
Postage	\$
Packaging	\$
Other Fees	\$
Shipping and Handling Costs	\$
Courier and Messenger Fees	\$
<i>Dues</i>	
Memberships	
Subscriptions	
<i>Meals and Entertainment</i>	
Event Ticketing and Entry Costs	\$
Recreational Activity Costs	\$
Office Snacks and Refreshments	\$
Client Meals	\$
Business Meals with Coworkers	\$
Celebratory and Milestone Meals	\$
<i>Travel</i>	
Meals While Traveling	\$
Airfare	\$
Hotel	\$
Transportation Costs	\$
Rental Fees	\$
Baggage Charges	\$
Wifi Charges	\$
Fax Phone and Correspondence Fees	\$
Tips	\$

Business Income Tax Organizer:

Information - Income - Expenses



Business Expenses (continued)

Description	Amount
<i>Gifts</i>	\$
<i>Insurance</i>	
Health Insurance for Owners	\$
Group Employee Health Insurance	\$
Malpractice and Errors & Omissions	\$
Commercial Property Insurance	\$
Workers Compensation Insurance	\$
Other:	\$
<i>Interest</i>	
Business Credit Card	\$
Business Loan Interest	\$
Other:	\$
Other:	\$
<i>Janitorial Expenses</i>	
Cleaning and Sanitation Service	\$
Garbage and Trash Removal Costs	\$
Cleaning and Sanitation Supplies	\$
Merchant Credit Card Fees	\$
<i>Professional Service Fees</i>	
Legal Fees	\$
Tax Preparation Fees	\$
Consultation Fees	\$
<i>Tax Licenses and Permits</i>	
State Income Tax Paid	\$
Business License	\$
Signage Permits	\$
Fire Safety Permit	\$
Occupational Permits and Licenses	\$
Sellers Permit	\$
Other:	\$
<i>Office Supplies</i>	
Pens and Writing Instruments	\$
Desk Supplies	\$
Décor	\$
Paper and Notepads	\$
Storage and Organization	\$
Envelope and Packaging	\$
Other:	\$
Other:	\$
Other:	\$

Business Income Tax Organizer:

Information - Income - Expenses



Business Expenses (continued)

Description	Amount
Printing Expenses	
Ink	\$
Printer Paper	\$
Printer Repair and Maintenance	\$
Printing Service	\$
Occupancy Costs	
Lease or Rent of Commercial Property	\$
Storage Rental	\$
Temporary Worksite Rental Costs	\$
Business Property Mortgage Interest	\$
Business Property Taxes	\$
Business Property Insurance	\$
Business Property Repair & Maintenance	\$
Business Property Utilities: Electricity	\$
Business Property Utilities: Water	\$
Business Property Utilities: Trash	\$
Business Property Utilities: Other	\$
Rents	
Machinery and Equipment	\$
Other:	\$
Repairs and Maintenance	\$
Security	
Alarm System	\$
Camera and Motion Detection	\$
Security Monitoring Service	\$
Guard Service	\$
Telephone	
Office Phone Line	\$
Cellular Charges	\$
Fax Charges	\$
Answering Service	\$
Tools	\$
Training and Education	
Seminars & Conferences	\$
Tuition	\$
Workshop & Course Fees	\$
Books, Guides, and Manuals	\$
Other Training Materials	\$
Test Fees	\$
Other:	\$

Business Income Tax Organizer:

Information - Income - Expenses



Business Expenses (continued)

Description	Amount	
Uniforms	\$	
Utilities	\$	
Launder and Dry Clean	\$	
Miscellaneous & Other Expenses	\$	
Other: _____	\$	
Other: _____	\$	
Other: _____	\$	
Other: _____	\$	
Salaries, Wages, and Contract Labor	Copies of:	
Please provide copies of payroll tax documents to your tax advisor. Use this check list to help you organize your documents. If you have not filed the necessary payroll forms and need assistance doing so please let your tax advisor know.	____ W2	____ W3
	____ 940	____ 941
	____ DE 9 (State of CA)	____ DE 88 (State of CA)
	____ 1096	____ 1099
Partners/Owners Salaries and Wages	\$	
Wages Paid to Employees	\$	
Non-employee Contract Labor Paid	\$	
Outsourced/Subcontracted Payments	\$	
Federal Payroll Taxes	\$	
State Payroll Taxes	\$	
State Income Tax Paid	\$	
Commissions Paid (if not listed above)	\$	
<i>Expenses for Business Use of Your Home</i>		
Area used regularly and exclusively for business	Sq footage	
Total area of home	Sq footage	
Expenses for Business Use of Your Home		
Insurance	\$	
Rent	\$	
Repairs and Maintenance	\$	
Utilities:		
Electricity	\$	
Gas	\$	
Water	\$	
Trash	\$	
Other Expenses:		
Internet	\$	
Cable	\$	
Home or Office Phone	\$	
Other: _____	\$	
Other: _____	\$	