



## Small Business Tax Organizer

### Income

Gross receipts or sales \$ \_\_\_\_\_

Other income \$ \_\_\_\_\_

### Expenses

Accounting \$ \_\_\_\_\_

Advertising \$ \_\_\_\_\_

Answering Service \$ \_\_\_\_\_

Bad Debts \$ \_\_\_\_\_

Bank Charges \$ \_\_\_\_\_

Business License \$ \_\_\_\_\_

Commissions \$ \_\_\_\_\_

Contract Labor \$ \_\_\_\_\_

Dues & Subscriptions \$ \_\_\_\_\_

Insurance – Business \$ \_\_\_\_\_

Insurance – Health \$ \_\_\_\_\_

Internet \$ \_\_\_\_\_

### **Interest**

Mortgage \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Janitorial \$ \_\_\_\_\_

Laundry & cleaning \$ \_\_\_\_\_

Legal & Professional \$ \_\_\_\_\_

Office Supplies \$ \_\_\_\_\_

Parking & Tolls \$ \_\_\_\_\_

Postage & Delivery \$ \_\_\_\_\_

Printing \$ \_\_\_\_\_

### **Rent or Lease**

Vehicle, equipment, ect. \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Repairs \$ \_\_\_\_\_

Security \$ \_\_\_\_\_

Supplies \$ \_\_\_\_\_

### **Taxes**

Real Estate \$ \_\_\_\_\_

Payroll \$ \_\_\_\_\_

Sales Tax \$ \_\_\_\_\_

Telephone/Cell Phone \$ \_\_\_\_\_

Tools \$ \_\_\_\_\_

### **Travel meals & entertainment**

Travel \$ \_\_\_\_\_

Meals & Entertainment \$ \_\_\_\_\_

Uniforms \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

### **Wages**

Total Wages \$ \_\_\_\_\_

### **Other Expenses**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

### **Business Use of Home**

Home Insurance \$ \_\_\_\_\_

Real Estate Taxes \$ \_\_\_\_\_

Home Repairs \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

Rent \$ \_\_\_\_\_

Annual Miles on Business Vehicle \_\_\_\_\_