

Business Tax Organizer

Please fill out a separate business worksheet for multiple businesses.

This worksheet is designed for use if you receive income either in the form of a 1099 or you sell a product or provide a service for pay.

Owner: _____

Business Name: _____

Tax ID #: _____ Nature of Business: _____

GROSS INCOME (total sales)	\$ _____
EXPENSES:	
Accounting	_____
Advertising	_____
Cleaning & Janitorial	_____
Continuing Education	_____
Dues - Licenses - Other	_____
Equipment-Small	_____
Insurance - Business	_____
Interest on Business Loans	_____
Internet	_____
Legal & Professional Fees	_____
Materials	_____
Meals - Business Purposes	_____
Mobile Phone	_____
Office Supplies	_____
Rent	_____
Telephone	_____
Training, Seminars	_____
Travel Expenses	_____
Uniforms	_____
Vehicle Expenses (not including car loan payments)	_____
Other:	Attach a Separate Sheet

HOME OFFICE

Must be 100% business use only.

of Rooms in your Home (not including bath, closet, porch) _____

of Rooms Used for Office: _____

Total Sq. Footage of Home: _____

Total Sq. Footage of Office: _____

HOME EXPENSES

Maintenance/Repairs _____

Home Owner's Insurance _____

Utilities (entire year) _____

Home Owner's Assoc. Dues _____

Rent (entire year) _____

Mortgage Interest _____

Other: _____

MILEAGE: A log *MUST* be kept

Number of Miles for Business _____

Total Miles for Year _____

Year of Vehicle Used _____

Make of Vehicle _____

Model of Vehicle _____

If you maintain an inventory of goods or materials:

Beginning Inventory Value: \$ _____

Ending Inventory Value: \$ _____

TOTAL HEALTH INSURANCE PAID: \$ _____

NOTE: Attach invoices for major purchases (machines, equipment, furniture, etc.)

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