



Business Name _____

Address _____

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

Mortgage Interest \$ _____

Home Insurance \$ _____

Real Estate Taxes \$ _____

Home Repairs \$ _____

Utilities \$ _____

Rent \$ _____

Annual Miles on Business Vehicle _____