

# TAX ORGANIZER

## Self Employment Business Income and Expenses

husband, wife, joint  
circle whose business

<u>Business</u>	<u>FEIN</u>	
1. Name	_____	
2. Address	_____	
		Current Year
3. <u>Gross Receipts or sales</u>		
4. <u>Returns and allowances</u>		
5. <u>Inventory at beginning of year</u>		
6. <u>Cost of merchandise purchased</u>		
7. <u>Cost of Labor</u>		
8. <u>Materials and Supplies</u>		
9. <u>Other Costs</u>		
10. <u>Inventory at end of the year</u>		
11. <u>Advertising</u>		
12. <u>Bad debts from sales or services</u>		
13. <u>Car and truck expenses - use auto worksheet</u>		
14. <u>Commissions and fees</u>		
15. <u>Depletion</u>		
16. <u>Depreciation</u>		
17. <u>Employee benefit programs</u>		
18. <u>Insurance (not health)</u>		
19. <u>Mortgage Interest</u>		
20. <u>Other interest</u>		
21. <u>Legal and professional services</u>		
22. <u>Office expense</u>		
23. <u>Pension and profit-sharing plans</u>		
24. <u>Rent or lease: machinery/equipment</u>		
25. <u>Rent or lease: other business property</u>		
26. <u>Repairs and maintenance</u>		
27. <u>Supplies</u>		
28. <u>Taxes and licenses</u>		
29. <u>Travel</u>		
30. <u>Meals and entertainment</u>		
31. <u>Utilities</u>		
32. <u>Wages</u>		
33. <u>Other</u>		
34. <u>New equipment purchases (description, date purchased, etc)</u>		