

DATATAX

Income Tax, Accounting, Tax Planning
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BUSINESS INCOME AND EXPENSES ORGANIZER

NAME

BUSINESS NAME

BUSINESS ADDRESS

TOTAL INCOME(From receipts and/or 1099 Forms)	
EXPENSES:	
ACCOUNTING/LEGAL FEES	
ADVERTISING	
BANK SERVICE CHARGE	
BUSINESS ENTERTAINMENT/LUNCHES	
INDEPENDENT CONTRACTORS	
COMMISSIONS	
COST OF GOODS SOLD	
COMPUTER NETWORK/INTERNET	
DUES AND SUBSCRIPTIONS	
JANITORIAL, CLEANING	
EDUCATION(BUSINESS RELATED)	
FREIGHT & DELIVERY	
INSURANCE-OFFICE	
INTEREST(BUSINESS RELATED)	
MATERIALS/SUPPLIES	
OFFICE & COMPUTER SUPPLIES	
POSTAGE	
OUTSIDE SERVICE	
PROMOTIONAL(CUSTOMER GIFTS)	
RENT(OFFICE STORAGE)	
UTILITIES	
RENTAL EQUIPMENT	
REPAIRS & MAINTENANCE	
SMALL TOLLS(LESS THAN \$100 ITEM)	
WAGES & SALARIES	
LICENSES/PERMITS	
TELEPHONE(BUSINESS LINE)	
CELLULAR	
TRAVEL FOR BUSINESS (OUT OF TOWN)	
PARKING	
UNIFORM	
LAUNDRY & CLEANING	
OTHER EXPENSES:	

