

DATATAX
 Income Tax, Bookkeeping, Tax Planning
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BUSINESS INCOME AND EXPENSES ORGANIZER

NAME:

BUSINESS NAME:

BUSINESS ADDRESS:

EMPLOYER IDENTIFICATION NUMBER (IF APPLICABLE):

BUSINESS DESCRIPTION:

TOTAL INCOME RECEIVED	
EXPENSES	
ACCOUNTING/ BOOKKEEPING FEES	
ADVERTISING	
BANK SERVICE CHARGE	
MERCHANT CREDIT CARD FEES	
BUSINESS MEALS	
COMMISSIONS	
COMPUTER NETWORK/ INTERNET	
COST OF GOODS SOLD	
DUES AND SUBSCRIPTIONS	
EMPLOYEE BENEFITS	
FREIGHT/ DELIVERY/ SHIPPING	
GROSS WAGES PAID	
EMPLOYER PAYROLL TAXES	
PAYROLL PREPARATION FEE	
INDEPENDENT CONTRACTORS	
---DID YOU OR WILL YOU FILE ALL REQUIRED FORM(S) 1099?	Yes No
INSURANCE	
---MEDICAL	
---LIABILITY	
---OTHER	
INTEREST (BUSINESS RELATED)	
JANITORIAL	
LAUNDRY & CLEANING	
LEGAL/ PROFESSIONAL FEES	
LICENSES/ PERMITS	
MATERIALS/ SUPPLIES	
MISCELLANEOUS	
OFFICE & COMPUTER SUPPLIES	
OUTSIDE SERVICES	
PARKING AND TOLLS	
POSTAGE	

PRINTING		
PROMOTIONAL/ CUSTOMER GIFTS (LIMITED TO \$25 PER GIFT)		
RENT (OFFICE, STORAGE, ETC)		
RENTAL OR LEASE OF EQUIPMENT		
REPAIRS & MAINTENANCE		
SECURITY		
SMALL TOOLS (LESS THAN \$500 PER ITEM)		
PROPERTY TAX		
SALES TAX		
TELEPHONE		
---BUSINESS LINE		
---CELLPHONE (BUSINESS USE %)		
TRAINING/ CONTINUING EDUCATION		
TRAVEL FOR BUSINESS – OUT OF TOWN (I.E AIRFARE, LODGING, PARKING/ TOLLS, TRANSPORATION, ETC)		
UNIFORMS		
UTILITIES		
OTHER EXPENSES		

FOR CORPORATIONS AND LLC'S ONLY		
---ANNUAL CORPORATE & LLC FEES OF \$800 (MINIMUM)		
---SECRETARY OF STATE FEE		
VEHICLES USED FOR BUSINESS		
---MAKE AND MODEL/ TYPE		
---YEAR PLACED IN SERVICE		
MILEAGE		
---TOTAL MILES		
---BUSINESS MILES		
VEHICLES EXPENSES		
---LEASE PAYMENTS		
---GASOLINE		
---REPAIRS/ MAINTENANCE		
---REGISTRATION		
---INSURANCE		
---CAR WASH		
---MISCELLANEOUS		
DO YOU HAVE WRITTEN EVIDENCE OR A TRAVEL LOG?	Yes _____ No _____	
ASSETS PURCHASED (\$500 OR MORE)		
(I.E. EQUIPMENT, FURNITURE, COMPUTER, SOFTWARE, ETC.)		
DESCRIPTION	DATE ACQUIRED	TOTAL COST

IF YOU USE ANY PORTION OF YOUR HOME FOR BUSINESS PLEASE PROVIDE:	
TOTAL SQUARE FOOTAGE OF HOME	
SQUARE FOOTAGE USED REGULARLY & EXCLUSIVELY FOR BUSINESS	
ANNUAL RENT PAID	
INSURANCE	
UTILITIES	
MORTGAGE INTEREST	
PROPERTY TAXES	
REPAIRS/ MAINTENACE (DIRECT/ INDIRECT TO OFFICE)	