

**DATATAX**  
**Income Tax, Bookkeeping, Tax Planning**  
**637 S. Fairfax Avenue Suite 102, Los Angeles, CA 90036**  
**Phone: (323) 852-1444 Fax: (323) 852-4746**

**BUSINESS INCOME AND EXPENSES ORGANIZER**

**NAME:**

**BUSINESS NAME:**

**BUSINESS ADDRESS:**

**FICTITIOUS BUSINESS NAME/DBA (IF APPLICABLE):**

**EMPLOYER IDENTIFICATION NUMBER (IF APPLICABLE):**

**BUSINESS DESCRIPTION:**

<b>TOTAL INCOME RECEIVED</b>	
<b>EXPENSES</b>	
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___
<b>INSURANCE</b>	
---MEDICAL	
---LIABILITY	
---OTHER (INCLUDE DESCRIPTION)	
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		
<b>TELEPHONE</b>		
---BUSINESS LINE		
---CELLPHONE (BUSINESS USE %)		
TRAINING/ CONTINUING EDUCATION		
TRAVEL FOR BUSINESS – OUT OF TOWN (I.E AIRFARE, LODGING, PARKING/ TOLLS, TRANSPORATION, ETC)		
UNIFORMS		
UTILITIES		
<b>OTHER EXPENSES (INCLUDE DESCRIPTION)</b>		
---		
---		
---		
---		
---		
---		
<b>FOR CORPORATIONS AND LLC'S ONLY</b>		
---ANNUAL CORPORATE & LLC FEE'S (MINIMUM OF \$800)		
---SECRETARY OF STATE FEE'S		
<b>VEHICLES USED FOR BUSINESS</b>		
---MAKE:	MODEL:	TYPE:
---YEAR PLACED IN SERVICE		
<b>MILEAGE</b>		
---TOTAL MILES		
---BUSINESS MILES		
<b>VEHICLES EXPENSES</b>		
---LEASE PAYMENTS		
---GASOLINE		
---CAR CHARGING		
---REPAIRS/ MAINTENANCE		
---REGISTRATION		
---INSURANCE		

---CAR WASH	
---MISCELLANEOUS (INCLUDE DESCRIPTION)	
DO YOU HAVE WRITTEN EVIDENCE OR A TRAVEL LOG?	Yes___ No___
<b>ASSETS PURCHASED (\$1,000 OR MORE) (I.E. EQUIPMENT, FURNITURE, SOFTWARE, ETC.)</b>	
<b>DESCRIPTION</b>	<b>DATE ACQUIRED</b> <b>TOTAL COST</b>
<b>IF ANY PORTION OF YOUR HOME WAS USED FOR BUSINESS PLEASE PROVIDE INFO BELOW</b>	
TOTAL SQUARE FOOTAGE OF HOME	
SQUARE FOOTAGE USED REGULARLY & EXCLUSIVELY FOR BUSINESS	
ANNUAL RENT PAID	
INSURANCE	
UTILITIES	
HOA	
MORTGAGE INTEREST	
PROPERTY TAXES	
REPAIRS/ MAINTENACE (DIRECT/ INDIRECT TO OFFICE)	