

**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 (IF DIFFERENT):**

**BUSINESS ADDRESS:**

**BUSINESS ACTIVITY/DESCRIPTION:**

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

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

|  |              |
|--|--------------|
| <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, TRANSPORTATION, ETC)  |                |                  |
| UNIFORMS   |                |                  |
| UTILITIES  |                |                  |
| <b>OTHER EXPENSES (INCLUDE DESCRIPTION)</b>  |                |                  |
| ---  |                |                  |
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| <b>FOR CORPORATIONS AND LLCs ONLY</b>  |                |                  |
| ---ANNUAL CORPORATE & LLC FEES (MINIMUM OF \$800)  |                |                  |
| --- DATE PAID \$800 (MINIMUM) ANNUAL FRANCHISE TAX   |                |                  |
| ---SECRETARY OF STATE FEES   |                |                  |
| ---ENDING BALANCE OF COMPANY’S BANK ACCOUNT ON DECEMBER 31   |                |                  |
| ---AT ANYTIME DURING THE TAX YEAR, DID THE CORPORATION OR LLC: (A) RECEIVE (AS A REWARD, AWARD, OR PAYMENT FOR PROPERTY OR SERVICES); OR (B) SELL, EXCHANGE, OR OTHERWISE DISPOSE OF A DIGITAL ASSET (OR A FINANCIAL INTEREST IN A DIGITAL ASSET)? |                | Yes ____ No ____ |
| <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> |
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| <b>IF ANY PORTION OF YOUR HOME WAS USED FOR BUSINESS, PLEASE PROVIDE THE INFORMATION 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/ MAINTENANCE (DIRECT/ INDIRECT TO OFFICE):   |  |