

MM Tax Service, Inc.  
— Maria A. Migel, E.A. —

## 2024 Business Income/Expense Organizer for Sole Proprietors or Single Member LLCs

If you already have all your business income & expenses listed on a sheet of paper or a report, you do not need to complete this form.

Taxpayer Name: \_\_\_\_\_ Business Name: \_\_\_\_\_.

Federal ID Number: \_\_\_\_\_ Type of Service/Product: \_\_\_\_\_

Total Business Income received in 2023: \_\_\_\_\_

Total Business Income should include all cash, check and credit card receipts

If you received any Form 1099s, please submit them with your tax documentation.

The 1099 amounts should be included in your Total Business Income

Cost of Inventory Purchased: \_\_\_\_\_ Year-End Inventory (cost): \_\_\_\_\_

Does your business collect Sales Tax? Yes ☐ No ☐

If so, does the total business income listed above include the Sales Tax collected from customers/clients? Yes ☐ No ☐

Did you make any payments that would require you to file 1099s? Yes ☐ No ☐

If yes, please submit copies with your tax documentation

If you have a home office, please complete the Home Office Organizer

Vehicle: A log of business miles driven must be kept, unless your vehicle is 100% business

Vehicle Year/Make/Model: \_\_\_\_\_

Business Miles Driven: \_\_\_\_\_

Total Miles Driven: \_\_\_\_\_

Actual Expenses: do not list actual expenses if you use the standard mileage rate

Gasoline/Fuel	
Licenses/Registration	
Insurance	
Repairs	
Maintenance	
Interest Paid on Auto Loan	

Expense Type	Amount	Expense Type	Amount
Advertising		Office Supplies	
Bank Charges		Parking & Tolls	
Business Licenses & Fees		Postage & Delivery	
Commissions		Rent	
Credit Card Processing Fees		Repairs & Maintenance	
Subcontract Labor		Small Tools	
Employee Benefits		Supplies	
Employee Health Insurance		Taxes - Payroll	
Insurance		Taxes - Property	
Interest		Taxes - Sales	
Internet		Telephone	
Legal & Professional Fees		Travel	
Business Meals (list total)		Utilities	
Business Miles*		Wages	

Equipment/Furniture Purchased:

Type	Amount	Type	Amount