



SIMONIC CPAs, INC.
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Members of AICPA & FICPA

BUSINESS ORGANIZER

This business organizer will serve as a guide in assembling your tax data and help you take advantage of all allowable deductions for tax preparation.

Partners:

Sean M. Simonic

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TAX YEAR ENDED 2025

BACKGROUND INFORMATION (FOR NEW CLIENTS AND CHANGES FOR CURRENT CLIENTS)

Entity Name:

Shareholder(s) (Members)	Title	Social Security Number	Percentage of Ownership

Company Info:

Same address as last year: Yes No (If no, complete spaces below)

Address	Suite #
City	State
Federal ID Number (EIN)	State of Incorporation
Date Of Organization	Check one: 1120 ____; 1120S ____; 1065 ____; Schedule C ____
Office #	Cell #
Contact Name	Fax #(s)
E-mail Address	E-mail Address

TRAVEL AND ENTERTAINMENT

Local Entertainment Expenses

	Description	Amount
Meals		\$
Entertainment (Other)		\$
People entertained at home:	Actual Expenses	\$
Number of people for the year	X total number of meals ____ x \$5.00 (per meal) = (Or keep grocery receipts for these meals.)	\$

Travel Away from Home Overnight (if more than four hours one way):

Auto rental/taxi, etc.	\$	Number of days away from home overnight
Fares (air, train, bus)	\$	Telephone, postage
Laundry & Cleaning	\$	Parking and tolls
Lodging	\$	Travel meals
Other (explain)	\$	

Auto Expenses

Was auto available for personal use in off duty hours: (Circle one) Yes No Percentage of Personal Use _____

Auto Information

	Auto #1	Auto #2
Year/make		
Purchase price (If purchased in 2025, include copy of invoice)	\$	\$
Date of purchase		
Odometer at purchase		
Total miles for year **		
Business miles**		
Commuting miles		
Auto lease (if 1st year, enclose copy of lease)	\$	\$
Registration fees	\$	\$
Garage rent	\$	\$
Gas, oil and lube	\$	\$
Insurance and auto club	\$	\$
Repairs, tires and batteries	\$	\$
Tolls and parking **	\$	\$
Washing and polishing	\$	\$
Interest on auto loan (do not include elsewhere) **	\$	\$

NOTE: Complete this whether claiming mileage or actual expenses.

CHANGES IN ASSETS AND LIABILITIES

(ASSETS)

New Equipment Purchased:

Description	Purchase Date	Amount
		\$
		\$
		\$
		\$

Equipment Sold: Year end cash balance in business bank accounts - provide bank statement and reconciliation

Sale Date	\$
	\$
	\$
	\$
	\$

(LIABILITIES)

Notes and Loans Payable

Description	Amount
	\$
	\$
	\$
	\$

Credit Card Balances

Description	Amount
	\$
	\$
	\$
	\$

INCOME AND EXPENSES

You May Provide Your Accounting Files In Lieu Of Completing This Portion Of The Checklist

Revenue

Business Income:

Total service revenue	\$
Product sales (total amount collected)	\$
Other income (explain)	\$

Cost of Sales

Cost of products purchased for resale	\$
Direct labor cost	\$
Other direct costs (give breakdown)	\$

Operating Expenses

Advertising	\$	Office expenses	\$
Bank charges	\$	Payroll	\$
Business internet	\$	Payroll taxes (Note 2)	\$
Business phone (Note 1)	\$	Postage and shipping	\$
Cellular phone	\$	Printing	\$
Casual labor	\$	Rent - business	\$
Commissions paid	\$	Repairs and maintenance	\$
Convention fees/seminars	\$	Samples (non- marketing)	\$
Direct client cost (gifts)	\$	Subcontractor	\$
Dues and subscriptions	\$	Supplies	\$
Equipment maintenance	\$	Taxes, sales and other	\$
Equipment leases	\$	Teaching materials	\$
Travel	\$	Other (list)	\$
Insurance:			
Business	\$		\$
Employee group ins.	\$		\$
Fire	\$		\$
Liability	\$		\$
Owner health	\$		\$
Workers compensation	\$		\$
Other business insurance	\$		\$
Legal and accounting fees	\$		\$
Licenses and permits	\$		\$

MARKETING CLIENTS ONLY(Products)

Products, total purchased	\$
Products, personal use (Note 3)	\$
Products, promotional	\$
Products, sample	\$

NOTES:

1. Do you have a separate phone line for business? Yes _____

No _____

(If no, please provide your basic monthly phone charge.)

\$

2. Enclose copies of Federal Forms 940, 941, W3 and State Unemployment Compensation forms

\$

3. Ending Inventory, if applicable

\$

4. Ending Accounts Receivable, if applicable

\$

5. Ending Bank Balance & Copy of Bank Statement

\$

Note: Products for personal use, promotional, resale, and samples should equal total products purchased.