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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

Nicholas T. Simonic

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

Zip

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.

Name:

Tax Year: 2025

CHANGES IN ASSETS AND LIABILITIES**(ASSETS)****New Equipment Purchased:**

Description	Purchase Date	Amount
		\$
		\$

Equipment Sold:

	Sale Date	
		\$
		\$

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

\$

(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.