



Self Employed Income and Expense Organizer

INCOME	AMOUNT	COST OF GOODS SOLD	AMOUNT
Gross receipts or sales		Beginning Inventory	
Returns & Allowances		Purchases	
Other Income		Cost of items used personally	
		Cost of Labor	
		Materials and Supplies	
		Other costs	
		End of year inventory	
EXPENSES	AMOUNT	EXPENSES	AMOUNT
Advertising		Other taxes	
Bad debts (N/A cash accrual)		Licenses	
Commissions and Fees		Travel	
Employee benefits		Meals and entertainment (in full)	
Health insurance		Utilities	
Other insurance		Wages	
Mortgage interest		Management fees	
Other interest		Consulting expenses	
Legal and accounting fees		Payroll Service	
Office expense		Employee mileage reimbursement	
Supplies		Client gifts (limited to \$25 each)	
Rent, equipment		Education and seminars	
Rent, building		Other: (Description	
Repairs & maint., building			
Repairs & maint., equipment			
Payroll taxes			
AUTO EXPENSE		HOME OFFICE EXPENSE	AMOUNT
Business miles		Square ft of home	
Commuter miles		Square ft of office	
Personal miles		Use Safe Harbor (\$5/sq ft)	Itemize
Repairs & Maintenance		Mortgage Interest	
Tolls		Real estate taxes paid	
Parking		Mortgage Insurance	
Car rental		Utilities	
Inspection & Registration		Repairs & maintenance	
Other: (Description)		Year home was purchased	
		Purchase price	
		Value of Land	

Taxpayer Signature

Date

My signature above confirms that the information provided is true and accurate to the best of my knowledge.

Please submit via mobile app or email to klong@3ttax.com