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# Tax Organizer-Business

## Tax Year 2021

Business Name : \_\_\_\_\_

Federal ID No. : \_\_\_\_\_

Principal Business Activity: \_\_\_\_\_

Principal Product: \_\_\_\_\_

### Business Income (Attach 1099-MISC & 1099-T Forms)

Gross Income	Amount
Gross Income (excluding sales tax) .	_____
Less Returns/Allowances.....	_____
Other Income (Need Details)	_____
<b><u>If you are selling a products:</u></b>	
<b>Cost of Sales</b>	
Beginning Inventory.....	_____
Purchases.....	_____
Cost of Labor.....	_____
Materials and Supplies.....	_____
Freight In.....	_____
Other.....	_____
.....	_____
Ending Inventory.....	_____

## Deductions

<b>Business Expenses Only</b>
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Advertising..... _____	Postage..... _____
Auto-Truck Expense..... _____	Rent/Lease..... _____
Bad Debts..... _____	Repair & Maintenance ..... _____
Collection Expense (Credit Card Fee) _____	Salaries..... _____
Commissions..... _____	Supplies..... _____
Professional Dues & Subscriptions.. _____	Telephone..... _____
Employee Pension & Insurance..... _____	Travel Over Night...(Motel)..... _____
Freight & Mailing Out ..... _____	Meals- Business and Over Night..... _____
Utilities..... _____	Wages (Need Copy of W-2's) _____
Insurance..... _____	Taxes-Payroll _____
Interest—Mortgage..... _____	Taxes-Property _____
Interest—Other..... _____	Taxes-License _____
Janitorial & Cleaning..... _____	CPE _____
Laundry...(Uniforms)..... _____	_____
Legal & Accounting Fees..... _____	_____
Office Expense..... _____	_____

## Assets

(Building, Land, Equipment, Furniture, Fixtures, Trucks, Auto, etc.)

**(New and Used) Attach Invoices-Need details**

New=N Used=U	Description	Date Purchased	Cost	Trade-In

### Business Use of Home

Total Area of Home: \_\_\_\_\_ sq. ft.      Total area Used for Business: \_\_\_\_\_ sq. ft.  
 Nature of Business Activity Performed in Home:

\_\_\_\_\_

**Automobile Expense**

Total Miles Driven	Vehicle 1	Vehicle 2
Total Mileage IN 2019		
Business Mileage IN 2019		
Written Records Available	Yes No	Yes No
Is another vehicle available for personal use?	Yes No	Yes No
Is an employer-provided vehicle available for personal use?	Yes No	Yes No