

Sole Proprietorship TAX ORGANIZER

Business Name

TAX YEAR

BUSINESS EQUIPMENT -LIST EACH PURCHASE SEPARATELY BY DATE/DISCRPTION/AMOUNT (attach Sheet)

INCOME AND COST OF GOODS SOLD

GROSS SALES	\$
Purchases	\$
	\$

EXPENSES

ACCOUNTING EXPENSE	\$	MEALS AND ENTERTAINMENT	\$
ADVERTISING	\$	WAGES OR SALARIES	\$
Auto/Pickup Expenses	\$	SMALL TOOLS	\$
BAD DEBTS FROM SALES	\$	TELEPHONE	\$
BANK CHARGES	\$	UNIFORMS	\$
BUSINESS LICENSE	\$	UTILITIES	\$
INSURANCE	\$	SALES TAX PAID	\$
INTEREST EXPENSE-Other	\$	RENT	\$
JANITORIAL	\$	REPAIRS AND MAINTENANCE	\$
LEGAL EXPENSE	\$		
LICENSES - AUTOS	\$		
MEALS AND ENTERTAINMENT	\$	OTHER Expenses	LIST BELOW
MORTGAGE INTEREST	\$		\$
OFFICE EXPENSE	\$		\$
OTHER TAXES	\$		\$
OUTSIDE SERVICES	\$		\$