Business Name	
Business Mailing Address	

Actuals only, estimates are not acceptable.
Nothing should be entered twice…either a figure enter on page 1 or page 2, never both
You must retain receipts for all expenses for at least 7 years

	Total $
Gross Income	

IRS Suggested Expense Categories	
Advertising	
Commissions	
Contract Labor (get W9 from anyone paid)	
Insurance (business-specific, not health)	
Interest Expense (on business loans)	
Legal & Professional Services	
Office Expense	
Rent - machinery & equipment	
Rent - office space	
Repairs & Maintenance	
Supplies	
Taxes & Licenses	
Meals	
Travel (hotels, flights, rental cars, taxis)	
Utilities - Biz portion of Cell, Internet, TV	
Wages (please attach copy of W-3)	

Other Commonly Used Categories	
Bank Charges	
Dues & Subscriptions	
Continuing Education	
Gifts (up to $25 per person)	
Laundry & Cleaning	
Miscellaneous (should be avoided!!!)	
Outside Services	
Parking & Tolls	
Postage & Shipping	
Uniforms	
_____	
_____	
_____	

Estimated tax payments made

Pay to Fed (Form 1040-ES) & to State (Form 104-EP)				
	Due 4/15	Due 6/15	Due 9/15	Due 1/15

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Inventory Purchases													
Beginning Inventory, as of January 1st									Ending Inventory, as of Dec. 31st				
									Cost of Goods Sold			$ -	

Year, Make, Model of Car		Date Placed in Service?		Do you maintain written mileage records?	yes / no

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
total business miles driven													
total number of miles driven													

Assets Purchased During 2021

(please only list assets purchased in current year costing **$2,500** or more, everything else should be listed on page 1)

	Date	Price
		$ -
		$ -
		$ -
		$ -
		$ -

Did you issue (or plan to issue) any 1099's? yes / no

Did you use a home office to manage your business? If so, please fill out:

Total Home Square Footage		
Total Home Office Square Footage		
Purchase Price & Date of House	$ -	
Cost of Improvements Since Purchase	$ -	

A few notes on the small business organizer:

1) This is not a perfect substitute for proper double-entry bookkeeping, such as QuickBooks. It is a tool to help you track income and expenses if you have no other means, but I always recommend a proper accounting system. This organizer is also not meant to be used without a tax professional interpreting the results, as tax laws and treatment of various expenses changes from year to year.

2) You should read both pages before you begin filling out the organizer. No expense should be entered in more then 1 place (for example, travel expense on page 1 should NOT include automobile mileage reported on page 2, and insurance on page 1 relates to business insurance, where as insurance on page 2 relates to the home office).

3) If you hire subcontractors, professional services, or pay a landlord for rent, you should get a W-9 filled out by them before you pay them. At year end, you are responsible for sending 1099 forms to them by January 31st. If you need my assistance, I am always happy to help.

Annual Cost of Expenses Related to Your Home Office. You may track by month or just report annual totals, but estimates are not acceptable, actuals only.

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Mortgage Interest													
Real Estate Tax													
Homeowners or Rental Insurance													
Rent													
House Repairs & Maintenance													
Office-specific Repairs & Maintenance													
Utilities: Gas, Electric													
Utilities: Water													
Utilities: Home Telephone													
Utilities: Personal Portion of Internet, TV													
HOA Dues													
Other Expenses, please describe													