

Self-employed / Sole Proprietor Tax Organizer

Income

Business Income	Amount
	\$
	\$
	\$
	\$

Expense

Expense	Amount	Expense	Amount
Operating Expenses		Travel/Entertainment	
Advertising	\$	<i>Number of whole days out of town:</i>	
Commissions and Fees	\$	Airfare	\$
Business Insurance	\$	Car Rental	\$
Interest – Mortgage	\$	Lodging	\$
Interest – Other	\$	Other	\$
Legal/Accounting Fees	\$	Other	\$
Office Expense	\$	Other	\$
Rent – Machine/Equipment	\$	Business Meals	\$
Rent – Other Property	\$	Business Gifts	\$
Postage	\$		
Taxes – Real Estate	\$	If you Maintain Inventory...	
Sales Tax	\$	Beginning Inventory	\$
Office Phone/Long Distance	\$	Cost of Purchases	\$
Cell Phone/Pager	\$	End of Year Inventory	\$
Office Utilities	\$		
Bank Charges	\$	If you have Employees...	
Dues & Publications	\$	Employer ID <i>Number:</i>	
Continued Education & Seminars	\$	Gross Wages Paid	\$
Office Supplies	\$	List only Employer paid FICA	\$
Uniforms / Cleaning	\$	List only Employer paid State Unemployment	\$
Tools	\$	List only Employer paid Federal Unemployment	\$
Safety Equipment	\$	List only Employer paid Workers' Compensation	\$
Repairs	\$	List only Employer paid Emp. Benefit Programs	\$
Licenses & Bonds	\$		
SE Medical Insurance	\$	If you purchased New Equipment... (Date, Item and Cost)	
Other	\$		

