



SMALL BUSINESS INCOME TAX ORGANIZER

WILSON HANSON & BLOM, LLP

BUSINESS NAME _____ **EIN:** _____

ADDRESS _____ **TYPE OF BUSINESS** _____

Single Member LLC? YES NO **Inventory Method:** Cost Lower of Cost or Market Other _____

Method of Accounting: Cash Accrual Other _____

Do you have an **Office in your Home?** YES NO **Daycare Providers:** Are you licensed with the State? YES NO

Did you file all applicable payroll reports? (Form 941, Form 940, SUTA and W-2s) YES NO

Did you make any payments of **\$600 OR MORE** (SERVICES/RENTS) that would require you to file **Form 1099s?** YES NO

Did you file all **REQUIRED Form 1099s?** YES NO **Form 1099s are required to be mailed to the recipient and the IRS by January 31.**

INCOME (Bring Form 1099-K for credit card sales)	AMOUNT
GROSS RECEIPTS/SALES	
DO GROSS RECEIPTS/SALES INCLUDE SALES TAX? YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>	()
REFUNDS TO CUSTOMERS	()
OTHER INCOME:	

COST OF MERCHANDISE SOLD	AMOUNT
YOUR COST OF INVENTORY AT BEGINNING OF YEAR	
PURCHASES OF MERCHANDISE FOR SALE	
COST OF ITEMS WITHDRAWN FOR PERSONAL USE INCLUDED IN TOTAL PURCHASES ABOVE	()
MATERIALS AND SUPPLIES	
OTHER COSTS	
YOUR COST OF INVENTORY AT END OF YEAR	()

ASSETS PURCHASED –BUILDINGS, FURNITURE, EQUIPMENT, VEHICLES, ETC (COST GREATER THAN \$500)							
DESCRIPTION	NEW USED	DATE	COST	DESCRIPTION	NEW USED	DATE	COST

DISPOSAL OF ASSETS – BUILDINGS, FURNITURE, EQUIPMENT, VEHICLES, ETC							
#	DESCRIPTION	DATE SOLD	SALES PRICE	#	DESCRIPTION	DATE SOLD	SALES PRICE

EXPENSES	AMOUNT	O-5/Reconciliation
AUTO EXPENSES (SEE INDIVIDUAL ORGANIZER FOR DETAIL)		
ACCOUNTING/TP		
ADVERTISING		
BANK CHARGES AND MERCHANT CREDIT CARD FEES		
COMMISSIONS		
DUES AND SUBSCRIPTIONS		
INSURANCE - PERSONAL RESIDENCE (ONLY IF USING OFFICE IN HOME)		
INSURANCE - HEALTH (EMPLOYEES ONLY)		
INSURANCE - BUSINESS LIABILITY & WORK COMP		
MORTGAGE INTEREST PAID TO BANKS		
OTHER INTEREST EXPENSE		
LEGAL AND PROFESSIONAL FEES		
OFFICE SUPPLIES		
OUTSIDE SERVICES/CONTRACT LABOR		
POSTAGE		
RENT - MACHINERY AND EQUIPMENT		
RENT - OTHER		
REPAIRS AND MAINTENANCE		
RETIREMENT - EMPLOYER CONTRIBUTION FOR EMPLOYEES PLAN TYPE:		
SUPPLIES - OPERATING		
TAXES - REAL ESTATE		
TAXES - PAYROLL (EMPLOYER FICA MATCH)		
TAXES - UNEMPLOYMENT (FUTA & SUTA)		
TAXES AND LICENSES - OTHER		
TELEPHONE - LAND LINE (YOU CANNOT DEDUCT FIRST PHONE LINE IN HOME)		
COST OF CELL PHONE: \$	WHAT IS BUSINESS %?	
SMALL TOOLS (COST LESS THAN \$500)		
TRAVEL (LODGING / AIRFARE / CABS / RENTAL CARS / PARKING)		
MEALS AND ENTERTAINMENT - IN TOWN		
# OF NIGHTS OUT OF TOWN FOR BUSINESS:		
IF YOU KEPT RECEIPTS AND WANT US TO COMPARE ACTUAL TO PER DIEM?	YES NO	
WHAT IS THE AMOUNT OF OUT OF TOWN MEALS?	\$	
EMPLOYEE BENEFITS / XMAS PARTY / COMPANY BBQ, ETC		
UTILITIES		
GROSS WAGES PAID TO EMPLOYEES		
WEBSITE/ INTERNET ACCESS \$	WHAT IS BUSINESS %?	
	OIH	
NEW - CAPITALIZATION ELECTION? YES		
DOES CLIENT QUALIFY FOR MANUFACTURING DEDUCTION? YES NO	Depr / Amort	
	*** ()	
	Net	