**BUSINESS ORGANIZER**

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| *Use this form for itemizing business expenses for your individual (Schedule C), corporate (S Corp or LLC) or partnership (regular or LLC) tax returns.* | | |
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| Business Owner Name | Employer ID# | |
| Business Name |  | |
| Business Address | Indicate Tax Type (select one)   Individual/Proprietorship (Schedule C)   S Corporation (1120S)   Partnership (1065) | |
| Description of products or service |  | |
| Business Income  Attach Form(s) 1099, if any  Gross business sales receipts  (including portion not on 1099 Forms) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Less returns & allowances) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other income (indicate type):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Note: the following expense items are listed on pages 2:   * Cost of sales items for goods & products sold * Vehicle expenses (mileage, acquisition, associated expenses) * Business equipment, computers, furniture, etc. * Home office expenses | |
| General Business Expense Deductions *(please provide summary total for each expense)* | | |
| Advertising  Commissions & fees paid (1099-MISC)  Contract labor paid (1099-MISC)  Health insurance  Insurance - business (non-vehicle)  Interest - mortgage (1098) on business property only  Interest - other (trade, credit card, non-auto loans)  Professional services - legal & other  Professional services - tax & accounting  Office supplies & expense (list assets below/page 2)  Rent - machinery & equipment  Rent - building  Repairs & maintenance (non-vehicle)  Supplies  Taxes - payroll  Taxes - property  Taxes - sales (if included in income above)  Taxes - licenses & fees  Travel - lodging & transportation  Travel - meals & entertainment (list full amount)  Utilities (list home office on page 2)  Wages paid (attach W-2 & W-3 forms) | Bank charges  Chargebacks  Credit card merchant fees  Customer gifts & incentives  Dues & subscriptions  Education  Internet  Marketing supplies & expenses  Postage  Printing  Promotion  Recruiting  Telephone – cell phone  Telephone – exclusive business line or fax  Uniforms (not usable outside work)  Other expenses (not above or below)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Check if paid any person, LLC or partnership $600+   Check if required 1099 was issued for $600+ paid | |
| **Vehicle Expenses: Complete only if applicable and select one method of calculation** | | |
|  STANDARD MILEAGE  Date vehicle was placed in service  Vehicle year, make & model  TOTAL mileage driven during the year  BUSINESS mileage driven during the year | **Vehicle #1** | **Vehicle #2** |
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|  ACTUAL EXPENSES  Operating expenses  (fuel, repairs, maintenance, insurance, registration, etc.)  Business parking fees & tolls  (exclude personal) | **Vehicle #1** | **Vehicle #2** |
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