**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
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| 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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