

# Tax Organizer - Business Return

**Martinez Tax & Bookkeeping**  
 1057 Saratoga Avenue  
 Grover Beach, CA 93433  
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 MartinezTax2501@gmail.com

## Business Name

**IF A NEW BUSINESS or CLIENT:**

<b>SS-4 Letter:</b>	<b>Prior return (please attach)</b>
<b>Tax ID#</b>	<b>Corp Type: LLC S-corp C-corp</b> (circle one)

## INCOME

<b>Sales Income</b>	\$
<b>Services Income</b>	\$
<b>Total Income</b>	\$

## COST OF GOODS SOLD

Merchant Account Fees	\$
Freight Delivery/Shipping	\$
Product Purchases	\$
<b>Total COGS</b>	\$

## EXPENSES

Advertising	\$
Bank Service Charges	\$
Charitable Contributions	\$
Computer and Internet Expenses	\$
Dues and Subscriptions	\$
Office Furniture/Décor	\$
Office Supplies	\$
Professional Fees	\$
Rent Expenses	\$
Repairs and Maintenance	\$
Telephone Expenses	\$
Travel Expenses	\$
Uniforms	\$
Utilities	\$
other:	\$
other:	\$
<b>Total Expenses</b>	\$

**Automobile Expenses**

Make/Model of Vehicle #1	
Vehicle Model Year #1	
Beginning Miles (start of the year)	
Ending Mileage (end of year)	
Total miles driven for year	
Business Miles	
Personal Miles	
Make/Model of Vehicle #2	
Vehicle Model Year #2	
Beginning Miles (start of the year)	
Ending Mileage (end of year)	
Total miles driven for year	
Business Miles	
Personal Miles	