

# Business Tax Organizer

*Martinez Tax & Bookkeeping*

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Business Name:	
If a New Business or Client	
SS-4 Letter:	Prior Return (please attach)
Tax ID#	Business Type: Sole-Prop Partnership Non-Profit LLC S-Corp C-Corp (circle one)

Income (by year)	
Sales Income	
Service Income	

Cost of Goods Sold	
Merchant Account Fees	
Freight Delivery/Shipping	
Product Purchases	
Subcontractors	

Expenses (by category)	
Advertising	
Bank Service Charges	
Charitable Contributions	
Computer and Internet	
Dues and Subscriptions	
Insurance	
Office Supplies	
Outside Services	
Professional Servies	
Rent	
Repair and Maintenance	

Telephone	
Tools	
Travel	
Uniform	
Utilities	
Other:	

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

Home Office	
Square Foot of Office	
Square Foot of Entire Home	
Rent/Mortgage	
Property Taxes	
Home Insurance	
Repairs and Maintenance	
Utilities	
Other	