

## *2023*

## **BUSINESS ORGANIZER**

Business into					
Business Name					
Primary Product or Service Provided					
Legal Entity Structure (Check One:)	Sole Prop	LLC	S Corp	C Corp	
Month / Year Business Began					
Federal EIN (Tax ID Number)  If more than one owner, list names, addres	ann annial annuritus	umbara and av	unarahin naraantagaa an aana	rata abaat	
il more than one owner, ilst names, addres	ses, social security n	umbers, and ov	whership percentages on sepa	rate sneet	
Incomo			Auto Exponso		
<u>Income</u>			Auto Expense		
Gross Receipts			You can claim :		
Less: Sales Discounts/Refunds			(a) Mileage rate, or (b) A	(a) Mileage rate, or (b) Actual Expenses	
Total Income			Either way, we need all the	ne following info	
		_	for <u>each</u> vehicle used in b	ousiness	
Expenses					
Accounting Fees			Mileage:		
Advertising and Marketing:			Business Miles Jan-June		
Web Hosting			Business Miles Jul-Dec		
Graphic Design			Total Non Business Miles		
Printing					
Social Media Management			Actual Expenses:		
Newspaper			Gas		
Total Advertising and Marketing			Insurance		
Bank Charges			Licenses		
Commissions and Fees Paid Out			Oil		
Equipment, Computers, Furniture < \$500			Property Tax		
Equipment > \$500 per item: list on next pa	ge		Repairs		
Consultants / Coaching Fees			Tires		
Contract Labor (1099 if >\$600)			Tolls		
Credit Card Processing Fees			Parking		
Dues and Memberships:					
Employee Benefit Plan Expense			Vehicle Information:		
Employee Health Care Plan Expense	-)		Vehicle Year / Model		
Internet Expense (business use percentag	e)		Year Placed in Service Total Purchase Price		
Licenses, Permits, Registrations Continuing Education			Total Purchase Price		
•			Investors / Con	4 - 6 0	
Gift Expense (limited to \$25 per person)			Inventory / Cos	t of Goods	
Insurance (exclude auto)			Beginning Inventory 1/1		
Legal Fees (business only)			Total Purchases of		
Meals (if bona fide business discussion on	ily)		Resale Merchandise Ending Inventory 12/31		
Office Supplies Payroll Expense:			Ending inventory 12/01		
			Homo Office Ex	vnonco	
Wages and Salaries (W-2s)			Home Office Ex	<u> </u>	
Payroll Tax Expense			Business Use Sq Feet:		
Total Payroll Expense			Total Home Sq Feet:	ntire home:	
Repairs and Maintenance			Provide annual cost for election Annual Utility Costs	lure nome.	
Rent Expense:			Annual Insurance		
Office outside of Home			Annual Rent (if tenant)		
Storage Unit			Annual Repair / Maint		
Equipment Rent/Lease  Total Rent Expense			Annual HOA/Condo Fee		
Subcontractor Costs			Annual Home Warranty		
Telephone (business use percentage)			7 tillidai Florite Vvaliditty		
Travel / Conventions					
			Business Bank	Ralances	
Other Expense:			Need for business entity		
Other Expense: Utilities (exclude Home Office)			•	CIGITIS OUT L	
			Beg of Year 1/1		
Total Expenses			End of Voor 10/21		