



Tax Organizer - Tax Year 2011 - For Business Owners

Taxpayer Name:	Business Name*:
Employer Identification Number (EIN)	Business Address*:

Please complete as much information as possible. Fill in total annual amounts for all items appropriate to your business. *If you have more than one business please complete a separate form for each.

REVENUE <i>List your income or revenue for this business for 2011</i>			
Revenue Source(s)		Amount (s)	
		\$	
		\$	
		\$	
BUSINESS EXPENSES <i>List your expenses for this business for 2011</i>			
Item Name	Amount	Item Name	Amount
Advertising		Internet	
• Print Ads			
• Signs		Computer -	
• Cards		• Hardware	
• Brochures		• Software	
		• Repairs	
		• Accessories	
Car & Truck Expenses			
		Office Supplies	
Commissions & Fees		• Desk Supplies	
		• Office Machine(s)	
Insurance		• Postage	
		• File Cabinets	
		• Office Furniture	
Legal & Professional Services		• Other	
License/Dues/Trainings/ Seminars		Travel	
		Meals	
Commercial Utilities – Gas/Electric/Water		Entertainment	
Cell Phone / Telephone			
		Clothing	
Maintenance of Commercial Space		• Uniforms	
Cleaning / Housekeeping of Commercial Space		• Clothing purchased only for business	
Lease Payments			

Waiver Statement: The above data describing details about my business is accurate, inclusive and complete to the best of my knowledge.

Taxpayer Signature:	Date:
---------------------	-------