



## 2023 Business Organizer

Total all annual income and annual expenses into the categories below.  
**Please do not bring bank statements or receipts unless you have questions.**

Business Name: \_\_\_\_\_ EIN: \_\_\_\_\_

**Total Business Income:**     \$ \_\_\_\_\_  
(Include all 1099's, cash, checks, etc..)

Please provide us tax documents (if received):

- 1099-K
- 1099-MISC
- 1099-NEC

### Expenses:

Meals: \$ \_\_\_\_\_

Requirements: The business owner or employee is present. The cost of the meal or beverages isn't "lavish or extravagant." The meal is with a business contact (such as a customer, employee, vendor, or consultant). The meal has an "ordinary and necessary" business purpose.

Cell Phone: \$ \_\_\_\_\_

Typically I take 50% of my cell phone as a deduction for business use, only my cell phone, not for the entire family. You can take 100% if you have an exclusive cell phone you use exclusively for business.

Auto Expenses: \$ \_\_\_\_\_

You either get actual expenses or the mileage rate, not both. If you choose actual expenses, they must be pro-rated based on how much you've driven the vehicle for personal vs. business use. Typically, the mileage expense is better. Either way you should track **ALL** personal and business miles for the entire year.

Business Miles Driven (1/1/2023 – 12/31/2023): \_\_\_\_\_ @ 65.5 Cents per Mile

You can only deduct mileage from one job to another, **NOT** to and from your home.

**EXCEPTION:** You can deduct mileage to and from your home if you have a home office, which is an exclusive and regularly used part of your home as your primary place of business

Home Office Deduction:     Office Square Footage: \_\_\_\_\_

Total Home Square Footage: \_\_\_\_\_

Do you need us to issue any 1099's to contractors in which you paid over \$600 or more to for help in your business?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Expense Categories:**

Advertising: \$ \_\_\_\_\_  
 CE Classes / Training: \$ \_\_\_\_\_  
 Commission & Fees: \$ \_\_\_\_\_  
 Contract Labor: \$ \_\_\_\_\_  
 Equipment Purchase: \$ \_\_\_\_\_  
 Health Insurance: \$ \_\_\_\_\_  
 Insurance: \$ \_\_\_\_\_  
 Interest: \$ \_\_\_\_\_  
 Legal and Professional: \$ \_\_\_\_\_  
 Office Expenses: \$ \_\_\_\_\_  
 Postage: \$ \_\_\_\_\_

**Expense Categories:**

Rent/Lease Equipment: \$ \_\_\_\_\_  
 Repairs and Maint.: \$ \_\_\_\_\_  
 Software: \$ \_\_\_\_\_  
 Supplies: \$ \_\_\_\_\_  
 Taxes and Licenses: \$ \_\_\_\_\_  
 Utilities: \$ \_\_\_\_\_  
 Wages Paid: \$ \_\_\_\_\_

**Other Expenses:**

\_\_\_\_\_ : \$ \_\_\_\_\_  
 \_\_\_\_\_ : \$ \_\_\_\_\_  
 \_\_\_\_\_ : \$ \_\_\_\_\_

**Estimated Tax Payments:**

QTR	Due Date	Federal Paid	Date Paid	State Paid	Date Paid
1	April 18, 2023	\$ _____	/ /23	\$ _____	/ /23
2	June 15, 2023	\$ _____	/ /23	\$ _____	/ /23
3	September 15, 2023	\$ _____	/ /23	\$ _____	/ /23
4	January 16, 2024	\$ _____	/ /24	\$ _____	/ /24

Questions / Comments:

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