



TAX + ACCOUNTING

BUSINESS + INDIVIDUAL TAX PREPARATION

2021 Self Employed Organizer

INCOME	
Form 1099(s) including "K"	Grand Total Equals \$
Gross Receipts/Total Deposits	Grand Total Equals \$

BUSINESS EXPENSES			
Advertising	\$	Business meals	\$
Commissions and Fees	\$	Travel	\$
Health Care Plans	\$	Utilities (other than household)	\$
Business Liability Insurance	\$	Telephone & Long-Distance Calls	\$
Interest on Business Loans or Business Credit Cards	\$	Other Expenses	\$
Legal and Professional Fees	\$	Bank Charges	\$
Office Supplies	\$	Uniforms/Professional Attire	\$
Rent or Lease of Equipment & Property	\$	Freight and Postage	\$
Repairs and Maintenance	\$	Dues and Publications	\$
Internet/Programs/Apps	\$	Cost of Labor	\$
Sales Tax Paid to State	\$	Quarterly Tax Payments to IRS	\$

Taxes and Licenses	\$	Quarterly Tax Payments to State	\$
Cell Phone	\$	Continuing Education (CE)	\$

VEHICLE INFORMATION
PLEASE SUBMIT SIGNED MILEAGE LOG
Date vehicle was placed in service: ____/____/____
Total Business Miles: _____
Jan 1 Thru December 31 Miles: _____
Total Commuting Miles: _____
Total Personal Miles: _____
Parking and Tolls: \$_____
Was your vehicle available for personal use during off-duty hours? ___Yes ___No

Furniture/Property/Equipment:

Description:	Date placed in service:	Percent of use for business:	Amount:

Miscellaneous:

List	Amount	List	Amount

Questions/Comments

This is an add-on organizer. Please attach with tax organizer.