



## BUSINESS TAX ORGANIZER

This form is designed to assist the user in gathering the pertinent information needed to have Etrends Group prepare a business entity tax return. Though it covers the majority of items needed for a business tax return, the user may find some adaption to their particular tax situation is required. In addition, while this form may help the user discover additional tax deductions that may save them money, this form in no way guarantees tax savings or reduces tax liability.

### Section 1: Business Information

Name of Business:

Business Address:

Date Organized:

Description of Business Activity:

EIN/Tax ID Number:

Type of Entity:

Sole Proprietorship \_\_\_ Partnership \_\_\_ C Corporation \_\_\_ S Corporation \_\_\_ LLC \_\_\_

- If corporation, provide the number of shares \_\_\_\_\_

### Section 2: Owner's Information

Name	Address	%	SSN
Primary Contact Email:			
Primary Contact Phone:			

### Section 3: Income

Total Sales	
Miscellaneous Income (i.e. Interest)	
Cost of Goods Sold (Cost of Purchases for Resale)	

#### If an Inventory is Involved in Your Business Provide:

Inventory at Beginning of Year		Inventory at End of Year	
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#### Section 4: Deductions

Accounting		Postage	
Advertising		Printing	
Bad Debt		Office Expense	
Bank Charges		Outside Services	
Collection Costs		Rent on Equipment	
Business Insurance		Rent on Property/Office	
Business Phone/Cell		Repairs/Maintenance	
Commissions Paid		Supplies	
Contract Labor Paid		Taxes	
Delivery/Freight		Tools	
Dues/Subscriptions		Travel	
Health Insurance		Uniforms/Protective Clothing	
Educational Expenses		Utilities	
Interest (Loans/Credit Cards)		Vehicle Expense	
Janitorial		Wages	
Laundry/Cleaning		Other:	
Legal/Professional Fees		Other:	
Licenses		Other:	
Meals and Entertainment		Other:	
Mileage		Other:	
Permits and Fees		Other:	

List any deductions you are unsure about and would like to have us consider for your return.

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#### Section 5: Home Office

Home Interest		Repairs/Maintenance	
Home Insurance		Sq. Ft of Office Area	
Home Taxes		Sq. Ft of Home	
Rent (if not owned)		Utilities	





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## Section 6: Equipment

### Purchased Equipment

Equipment Purchased	Cost of Equipment	Date of Purchase

### Equipment Sold

Equipment Sold	Date Sold	Amount Sold For	Date of Purchase	Original Cost of Equipment

## Section 7: Concerns

List any concerns you have with your taxes to make sure nothing is overlooked.

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### Notes or Further Explanation:





## INSTRUCTIONS FOR BUSINESS TAX ORGANIZER

These instructions are for clarification on the more complex parts of each section of the organizer. It is organized in the same order as the organizer.

### Section 1: Business Information

**Name of Business:** Provide the full legal name of your business that is registered with your state.

**Business Address:** This is the address you want IRS correspondence to be sent regarding your business.

**Date Organized:** The date your business was organized according to the state's records.

**Description of Business Activity:** What major service or products do you offer?

**EIN/Tax ID Number:** This is the 9-digit number issued by the IRS to identify your business.

**Entity Type:** Put a check next to the type of entity you use for your business.

**Number of Shares:** This can be found on your Articles of Incorporation.

### Section 2: Owner's Information

It is very important to make sure this information is accurate. If you are filing an 1120S or a 1065 return, each owner/partner needs to receive a K-1 from the business for their personal tax returns. This section gives us the information needed to create K-1's for all of the owners.

**Primary Contact:** If there is more than one owner, provide the contact information for the person who will be handling the tax return.

### Section 3: Income

If you have a computer generated Profit and Loss Statement and Balance Sheet then you can just provide those documents instead of filling out this section.

**Total Sales:** This is total revenue/income for the current tax year.

**Miscellaneous Income:** This is revenue/income that is received from activities that the business is not involved with on a day-to-day basis. (i.e. interest income, refunds, etc.)

**Cost of Goods Sold:** This is how much you paid for the goods you sold. This also includes materials you purchased to produce a product or products you purchased for resale.



## Section 4: Deductions

This is where you record your expenses or the money you have spent during the year. Add up your expenses for each of these categories and put the total in the space provided. This is a fairly comprehensive list of common deductions, but if you have deductions that are not on the list, write them in the space provided.

## Section 5: Home Office

Home Interest: Mortgage interest on your personal residence.

Home Insurance: Amount paid for insurance on your personal residence.

Home Taxes: Amount paid for property taxes on your personal residence.

Rent (only if not owned): Amount paid in rent if you do not own your home.

Repairs/Maintenance: Anything paid that directly repaired or maintained your home office can be deducted 100%. (i.e. new carpet in your home office or paint for the walls) Other repairs done on your home that indirectly related to the home office can be taken at a percentage. (i.e. roof repairs, furnace or central air repairs)

Sq. Ft. of Office Area: The length X width of home office area.

Sq. Ft. of Home: The total home square footage.

Utilities: Amount paid for all utilities in the tax year for your personal residence.

## Section 6: Equipment

This section is for equipment used by the business that you have purchased and/or sold that costs \$500 or more and will last 3 years or more. If you put any furniture, decorations, or computer equipment etc. in your home office, please provide the purchase price and purchase date.

## Section 7: Concerns

This is where you write any questions or concerns related to your business. Also, you might include any investments that went bad for which you don't think you will be able to recover any of the loss.

If you have any questions about the organizer, instructions, or anything related to the taxes please call our office.

