



## SOLE OWNER BUSINESS TAX ORGANIZER - 2019

*For each business, please fill out OR provide a Profit & Loss Statement.*

### STEP 1: BUSINESS INFORMATION

Business Owner's Name \_\_\_\_\_  
 Business Name, if any \_\_\_\_\_ Federal EIN, if any: \_\_\_\_\_  
 Were there any changes in the business (address, ownership, etc)?

### STEP 2: INCOME & EXPENSES

REVENUE		COST OF GOODS SOLD	
Sales		Materials	
Interest Income		Labor / Other Costs	
EXPENSES			
Accounting		Postage	
Advertising/Marketing		Printing	
Answering Service		Rent – Office Space	
Car/Truck Expense – Fuel		Rent – Equipment	
Car/Truck Expense – Repairs		Rent – Vehicle Lease	
Bad Debts		Repairs	
Bank Charges		Salaries/Wages (non-officer)	
Commissions Paid		Officer Wages	
Delivery & Freight		Security	
Dues/Subscriptions		Supplies	
Employee Benefits		Taxes- Real Estate	
Gifts		Taxes – Payroll	
Insurance		Taxes – Personal Property	
Interest Expense		Taxes – Other	
Janitorial		Telephone	
Laundry/Cleaning		Tools	
Legal & Professional		Travel (Hotel, Airfare, Car, etc)	
Licenses & Permits		Uniforms	
Meals & Entertainment		Utilities	
Office Expense/Internet		Other:	
Outside Services/Subs		Other:	
Parking/Tolls		Number of Miles	

### STEP 3: MISCELLANEOUS

1. Do you want to claim the \$5/ ft<sup>2</sup> simplified home office deduction?      Yes      No
2. Please provide any other important information we should know: