

**\*\*\*BUSINESS ORGANIZER\*\*\***

**Use for your business expenses for your individual (Schedule C), corporate (S Corp or LLC) or partnership (regular or LLC) tax returns**

**Section 1 - Identity: Complete entire section for all businesses (See Other Organizer for W2 Employee Business Exp)**

Business owner name:		Employer ID#	
Business name (legal or fictitious name):		Tax year:	
Description of product or service:			
Business address (if not home address):			
<input type="checkbox"/> Check if legally formed as an LLC			
<input type="checkbox"/> Check if you did NOT materially participate in the business during the year			
		Indicate Tax Type (select one)	
		<input type="checkbox"/> Individual/Proprietorship (Schedule C)	
		<input type="checkbox"/> S Corporation (1120S)	
		<input type="checkbox"/> Partnership (1065)	

**Section 2 - Business Income: Complete applicable lines**

(attach Form(s) 1099, if any)

Gross business sales receipts (including portion not on 1099 Forms)	\$	
Less: returns & allowances	\$	
Other income (indicate type):		
	\$	
	\$	

**Please note: the following expense items are listed on pages 2 & 3**

- Cost of sales items for goods & products sold
- Vehicle expenses (mileage, acquisition, associated expenses)
- Business equipment, computers, furniture, etc.
- Home office expenses
- Employee Business Expenses for W2 wage earner has a separate organizer

**Section 3 - General Business Expense Deductions: Complete applicable lines only**

Advertising	\$			Bank charges	\$		
Commissions & fees paid (1099-MISC)	\$			Chargebacks	\$		
Contract labor paid (1099-MISC)	\$			Credit card merchant fees	\$		
Health insurance	\$			Customer gifts & incentives	\$		
Insurance - business (non-vehicle)	\$			Dues and subscriptions	\$		
Interest - mortgage (1098) on business property only	\$			Education	\$		
Interest - other (trade, credit card, non-auto loans)	\$			Internet	\$		
Professional services - legal & other	\$			Marketing supplies & expense	\$		
Professional services - tax & accounting	\$			Postage	\$		
Office supplies & expense (list assets below/page 2)	\$			Printing	\$		
Rent - machinery & equipment	\$			Promotion	\$		
Rent - building	\$			Recruiting	\$		
Repairs & maintenance (non-vehicle)	\$			Telephone - cell phone	\$		
Supplies	\$			Telephone - exclusive business line or fax	\$		
Taxes - payroll	\$			Uniforms (not usable outside work)	\$		
Taxes - property	\$			Other expenses (not above or below/pages 2-3)			
Taxes - sales (if included in income above)	\$				\$		
Taxes - licenses & fees	\$				\$		
Travel - lodging & transportation	\$				\$		
Travel - meals (list full amount)	\$				\$		
Utilities (list home office on page 2)	\$				\$		
Wages paid (attach W-2 & W-3 forms)	\$				\$		

-Check if paid any person, LLC or partnership \$600 or more

-Check if required 1099 was issued for \$600 or more paid

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**Section 4 - Vehicle Expenses: Complete only if applicable**

	Vehicle #1	Vehicle #2
Date vehicle was placed in service		
Vehicle year, make & model		
TOTAL mileage driven during the year		
BUSINESS mileage driven during the year (do not include commuting)		
<input type="checkbox"/> Check if using STANDARD MILEAGE and proceed to Section 5		
<hr style="border-top: 1px dashed black;"/>		
<input type="checkbox"/> Check if using ACTUAL EXPENSES & complete information below		
Operating expenses including gasoline, oil, repairs, maintenance, insurance, registration, (not traffic violations,) etc.	\$	\$
Business parking fees & tolls (exclude personal)	\$	\$
<b>If you OWN the vehicle(s):</b>		
Date purchased		
Vehicle cost	\$	\$
Vehicle loan interest paid during the year	\$	\$
<b>If you LEASE the vehicle(s):</b>		
Date lease began		
Length of lease		
Cost of vehicle if you had purchased it	\$	\$
Down payment on lease	\$	\$
Lease payments for the year	\$	\$

**Section 5 - Business Assets Acquired**

Did you acquire assets used in your business during the year (computer(s), equipment, furniture, etc.)?  Yes  No

If Yes, provide details below for each; if no, proceed to Section 6 (if necessary, use additional sheets):

DESCRIPTION	DATE PURCHASED	COST
		\$
		\$
		\$
		\$
		\$

**Section 6 - Cost of Sales: only if selling goods/product**

Inventory on January 1	\$	
Goods purchased	\$	
Less: items removed for personal use	\$	
Less: inventory on December 31	\$	
Other production costs		
Labor for production & manufacturing	\$	
Materials & supplies for product	\$	
Other product costs (indicate type):		
_____	\$	
_____	\$	

**Section 7 - S Corp & Partnership Items Only**

Cash in bank on January 1	\$	
Cash in bank on December 31	\$	
Credit cards, line of credits & notes payable on Jan. 1	\$	
Credit cards, line of credits & notes payable on Dec. 31	\$	
Personal funds deposited in business during year	\$	
Funds paid out to owner(s) during the year	\$	
Investments or foreign bank accounts?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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**Section 8 - Home Office (for individual proprietorship/Schedule C only)**

Check if you meet the primary & exclusive use test. If you have questions see below (required for both safe harbor & actual expense methods).

Space (square feet) used exclusively for your business office/storage

Total space (square feet) of your home

Check if you intend to use safe harbor method this year rather than actual expense method (if so, amounts below are not required).

Date home acquired & date home placed in service

Original cost of home & cost of subsequent improvements \$  \$

Deductible home mortgage int (100% from Form 1098)	\$	<input type="text"/>
Real estate taxes paid (100%)	\$	<input type="text"/>
Insurance (100%)	\$	<input type="text"/>
Rent (100%)	\$	<input type="text"/>
Repairs & maintenance (whole house)	\$	<input type="text"/>
Repairs & maintenance (specific to business space)	\$	<input type="text"/>
Utilities (100%)	\$	<input type="text"/>
Other expenses at 100% (security, HOA, etc.)	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>

HOME OFFICE SAFE HARBOR ADVANTAGES & DISADVANTAGES
+ easier (recordkeeping and calculation of deductions skipped)
+/- no depreciation (lose current deduction but avoid future recapture)
- limited (both square footage (300) and amount (\$5 x 300 = \$1500))
- no carryover if Schedule C loss (vs. carryover with actual exp.)
- prohibited if any employer reimbursement received
- if Sch. C income, may result in lower deduction & higher income & social security/self-employment taxes
- prohibits use of any prior year actual expense carryover
If you desire an analysis for your situation, check here and complete all the data for the actual expense method: <input type="checkbox"/>

**Home Office Rules for Schedule C Business Entities (not allowed for S Corp or Partnership):**

- You must meet one of the following three usage requirements:
  - (1) Separate structure not attached to the dwelling unit that is used exclusively & regularly for your business activity.
  - (2) If within your living structure, a room/space used regularly to physically meet with customers and never used for personal purposes.
  - (3) Or, if within your living structure, a room/space used as the only office space for your business (no commercial location) and you either spend the majority of your time working there (not out of the house) or it is the only suitable place for performing administrative or management activities required by the business. If you sell retail product, it may also include the storage space for the product.
- If you qualify under any one of the three rules above, the home office must be used EXCLUSIVELY for the business.
- It must be regularly used for the business; you must use the home office in connection with your work on a continuous, ongoing or recurring basis. Generally, at least a few hours every week. Occasional or sporadic business usage will not pass the test.