

E3 Accounting Solutions
Business Tax Organizer 2016

BUSINESS INFORMATION

Business Name _____	Owner Name _____
Type of Business _____	Business Phone # _____
Business Address _____	City _____ Zip _____
Occupation _____	Occupation _____
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> S-Corp <input type="checkbox"/> C-Corp <input type="checkbox"/> LLC <input type="checkbox"/> Partnership	
Accounting Method <input type="checkbox"/> Cash or <input type="checkbox"/> Accrual	Start Date _____

INCOME & EXPENSES

Total Income (1099s & other income) _____	Office Expense _____
Returns & Allowances _____	Pension & Profit-Sharing Plans _____
	Rent or Lease _____
	Vehicles, Machinery & Equipment _____
Expenses _____	Other Business Property _____
Advertising _____	Repairs & Maintenance _____
Commissions & Fees _____	Supplies _____
Contract Labor _____	Taxes & Licenses _____
Employee Benefit Program _____	Travel, Meals & Entertainment _____
Insurance _____	Travel _____
Interest _____	Deductible Meals & Entertainment _____
Mortgage (Paid to Banks) _____	Utilities _____
Mortgage (Paid to Others) _____	Wages _____
Legal & Professional Services _____	

OTHER EXPENSES

List your other expenses.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BUSINESS USE OF VEHICLE

Vehicle Description _____	Actual Expenses Paid
Date Vehicle was Placed in Service _____	Gasoline & Oil _____
Original Purchase Price or Other Basis _____	Repairs, Tires, Car Washes _____
Mileage (Need Amounts in Each Field)	Auto Insurance _____
Business Miles _____	Registration Fees _____
Commuting Miles _____	Vehicle Loan Interest _____
Other Personal Miles _____	
Total Miles _____	

OFFICE IN HOME EXPENSES

Area Use Exclusively for Business	_____ sq. ft.	Homeowners Insurance	_____
Total Are of Home	_____ sq. ft.	Rent	_____
Mortgage Interest	_____	Repairs & Maintenance	_____
Property Taxes	_____	Utilities	_____
Mortgage Insurance	_____	Other Expenses	_____

NEW EQUIPMENT PURCHASED

Furniture, Equipment & Tools -If you purchase these items for more than \$500 each and they are expected to last longer than one year, they must be itemized on your return. Please let us know if you purchased any big ticket items this year. I will need Date purchased, description and purchase amount.