

# Self Employment Organizer

• Business • Data • Solutions

Tax Year \_\_\_\_\_



## PERSONAL INFORMATION

First Name:		Business Address:	
Last Name:		City, State, Zip:	
Business Name:		Business Activity:	
Social Security #:		Federal ID#:	

Attach copies of 1099's relating to the business

## INCOME

## COST OF GOODS SOLD

Do you accept credit cards? \_\_\_\_\_ Yes \_\_\_\_\_ No **If yes-attach copies of all 1099-K**

Gross Receipts/Sales		Beginning of the Yr. Inventory	
Returns & Allowances ( )		End of the Yr. Inventory	
Commissions		Purchases	
Other:		Inventory Withdrawn for Personal use	
		Cost of Labor	
		Materials/Supplies	

## BUSINESS EXPENSES

INCLUDE: expenses directly related to your business

Advertising		Telephone	
Bad Debts		Health Insurance (pers.)	
Bank Charges		Other:	
Car/Truck Expense		Wages	
Commissions & Fees Paid		Payroll Taxes	
Dues & Publications		Business License	
Employee Benefits		Business Real Estate Tax	
Freight (not included above)		Business Pers. Prop. Tax	
Business Liability Insurance		Travel	
Interest		Meals & Entertainment	
Laundry & Cleaning		Meals & Tips	
Legal & Professional		Entertainment	
Office Supplies & Postage		Tickets & Events	
Pensions/Profit Sharing		Gifts	
Utilities		Other:	
Rent			
Repairs & Maintenance			
Supplies		# Business Miles Driven	



*This marker notes areas where the IRS can match the entry on their computer and incomplete or incorrect information can trigger government correspondence or worse yet, an office audit. Pay particular attention to sections or individual entries with this symbol.*



## NEW EQUIPMENT / CAPITAL IMPROVEMENTS

List purchases of equipment, furniture, vehicles, or property improvements.

Description	Date	Cost

### BUSINESS INFORMATION



Do you use any part of your home exclusively for business?	
Office space-SQ. FT	
Total SQ FT of home	
Expenses:	
Mortgage Interest	
Real Estate Taxes	
Utilities	
Repairs-Total Home	
Repairs-Office Space	
Homeowners Insurance	

**BDS** Your Year Around Tax Service!



**Refer A  
Friend and Receive A \$25.00  
Discount!**

Visit our Website For Tax Tips: [www.bdsaccounting.com](http://www.bdsaccounting.com)