

Business Organizer



I. CHECKLIST

	<input checked="" type="checkbox"/>
Company Information (New Clients Only)	
Articles of Incorporation or Organization and Bylaws	
S Election (Form 2553), if applicable	
List of shareholders including addresses, social security numbers & number of shares	
Names, addresses, and titles for officers and directors	
Prior year's tax returns (Federal and state), if applicable	
Financial Information	
Back up of QuickBooks file, if applicable (can be sent via email)	
Profit & Loss Statement for the year and year-end Balance Sheet	
If no Quickbooks file, detailed general ledger or breakdown of transactions for the year	
End-of-year bank reconciliations and copy of December bank statements	
Copies of December business credit card statements	
Copy of December sales tax report, if applicable	
End-of-year balances on notes payable	
Recap of expenses paid by officer, but not reimbursed by Company	
Payroll Information	
Copies of end of year payroll reports (941, 940, and TWC)	
Copies of W2s and W3	
Miscellaneous Information	
Auto mileage for each vehicle, listing total miles, commuting miles and business miles	
If new purchase or lease of vehicle, copy of purchase/lease agreement	
Medical insurance premiums for shareholders	
Dates, description and amount of all purchases of furniture and/or equipment	
If office-in-home is claimed, total amounts paid for utilities, insurance and repairs & maintenance	

II. BUSINESS INCOME AND EXPENSES

Business Information	
Name of Business	Type of Business
Business Address (if different)	
Federal ID Number (if applicable)	

Revenues	
Gross Receipts	
Returns & Allowances	
Other Income	

Cost of Goods Sold	
Beginning Inventory	
Purchases	
Ending Inventory	

Expenses			
Advertising		Meals & Entertainment	
Bank Charges		Office Supplies	
Business Promotion		Postage & Delivery	
Contract Labor		Rent	
Computer Expense		Supplies	
Dues & Subscriptions		Taxes	
Insurance		Telephone	
Interest Expense		Travel	
Legal & Professional Fees		Wages & Salaries	
Licenses & Permits			
Other:		Other:	

III. OTHER BUSINESS EXPENSES

Asset Purchases		
Date	Description	Amount

Home Office Deductions			
Office Sq. Ft.		Repairs & Maintenance*	
Total Sq. Ft.		Utilities	
Insurance		Rent	

Auto Expenses			
Vehicle #1		Vehicle #2	
Make & Model		Make & Model	
Total Miles Driven This Year		Total Miles Driven This Year	
Business Miles		Business Miles	
Commuting Miles		Commuting Miles	
Gas & Oil Expenses		Gas & Oil Expenses	
Insurance		Insurance	
Lease Payments		Lease Payments	
Repairs & Maintenance		Repairs & Maintenance	

* Repairs & Maintenance can include the following expenses : home repairs, home maintenance, homeowner's dues, landscaping, security systems, pest control, and home warranties

IV. OTHER

Questions & Comments