Innovative Tax Solutions

TAX PREPARATION ORGANIZER — BUSINESS INCOME & EXPENSE ORGANIZER

A. SELF-EMPLOYMENT / BUSINESS (Schedule C)

For each business, provide:

☐ **Profit & Loss Statement or Income/Expense Spreadsheet**
☐ **Balance Sheet** (if available)
☐ **Mileage Log** — Total miles: _____ Business miles: _____
☐ **Inventory Count Year-End**
☐ **Asset Purchases/Sales** (equipment, vehicles, etc.)
☐ **1099-NEC / 1099-MISC received**
☐ **1099-K** (Stripe, Square, PayPal, Cashapp, Venmo, etc.)

B. RENTAL PROPERTIES (Schedule E)

For each property:

☐ **Rental Income Summary**
☐ **Expense Summary** (utilities, repairs, taxes, insurance, HOA, etc.)
☐ **Closing Documents** (HUD-1/ALTA) for purchase/sale
☐ **Mortgage Interest (1098)**
☐ **Property Taxes Paid**
☐ **Miles driven for rental activity**: _____
☐ **Improvement Receipts**
☐ **Depreciation Schedules (prior year for new clients)**

C. FARM INCOME (Schedule F)

☐ **Farm income summary**
☐ **Farm expenses** (feed, fertilizer, chemicals, veterinary, fuel, etc.)
☐ **Inventory & livestock sales records**

☐ **1099-G** for government farm program payments
☐ **Equipment purchases or trades**
☐ **Depreciation schedules for new clients**

Business Name:_____

Type of Business:_____

EIN # (if applicable)_____

Business Income for the year: _____

Business Address (if different than primary residence):

_____

_____

POSSIBLE BUSINESS EXPENSES

▢ **Rent (buildings, property):** _____

▢ **Rent (cars, equipment):** _____

▢ **Repairs/Maintenance (office, home, vehicles):** _____

▢ **Auto Fees (tolls, parking, license fees):** _____

▢ **Phone Bill (cell, landline):** _____

▢ **Internet:** _____

▢ **Heat, Water, Electricity, Propane:** _____

▢ **Out-of-Pocket Healthcare:** _____

▢ **Travel (hotel, AirB&B, Vrbo, vehicle travel, airfare, food):** _____

▢ **Supplies:** _____

▢ **Office Expenses:** _____

▢ **Legal & Accounting Fees:** _____

▢ **License and Permits:** _____

▢ **Vehicle Insurance: _____**

▢ **Shipping & Postage: _____**

▢ **Fuel: _____**

▢ **Website Development, Online Services, Software: _____**

▢ **Vehicle Expenses (repairs, oil change, car wash): _____**

▢ **Food (business meals, restaurant, coffee shop): _____**

▢ **Bank, Credit Card, & Professional Fees/Interest: _____**

▢ **Subscriptions & Dues: _____**

▢ **Continuing Education & Training: _____**

▢ **Advertising & Marketing: _____**

▢ **Website Development, Online Services, Apps: _____**

▢ **Contract Labor: _____**

▢ **Uniforms: _____**

▢ **Donations/Gifts (indicate if from personal or business): _____**

▢ **Janitorial/Laundry and Cleaning: _____**

▢ **Other: _____**

Vehicle(s) used for your business:

Make: **Model:** **Year:**

Other Assets used by your business with Approx. value and date you started using for business (boat, UTV, cabin, land, plow, mower, large tool set, etc.):