NATIONS
BUSINESS & TAX CENTERS INC

Business Tax Organizer

Please use this form to help gather information for filing your business tax return.

Business Name:	
Tax Year:	No. of partners/stockholders:
Type: ❍S Corp. ❍LLC ❍C Corp. ❍Estate/Trust ❍NonProfit	

Income (Total amount of sales/income generated during the year. This does not include loans received, or investment money) $		
Cost of Goods Sold (cost of acquiring or manufacturing the products that a company sells during the tax year) $		
Inventory (for businesses that maintain inventory)	Beginning: $	Ending Bal: $
Balance (business bank account total balanc)	Beginning: $	Ending Bal:$

Expenses:

Advertising/Promotions:	$	Insurance (Liability, Workers Comp, Cargo, etc.):	$	Security:	$
Auto & Truck Expenses		Internet Service:	$	Supplies:	$
Fuel:	$	Interest: (Only on business loans and credit cards)	$	Taxes	
Auto Insurance:	$	Licenses/Permits/Fees/Annual Report:	$	Sales Tax:	$
Maintenance/Repair/Tires:	$	Meals (Business):	$	Other:	$
Lease Payments:	$	Office Expense:	$	Telephone & Cellular:	$
Mileage: (Miles placed on vehicle during the tax year only)	miles	Outside Services:	$	Tools: (Large Equipment will need additional information)	$
Bad Debts: (for accrual basis)	$	Postage/Shipping/Freight/Courier:	$	Travel (Business):	$
Bank Charges:	$	Printing:	$	Uniforms (Business):	$
Cleaning & Maintenance:	$	Professional & Legal Fees		Utilities (Business only)	
Commissions: (commissions paid individually over $600 in the U.S. require 1099MISC)	$	Legal:	$	Water:	$
		Professional:	$	Electric	$
Contributions/Donations:	$	Accounting:	$	Waste:	$
Dues/Subscriptions/Memberships:	$	Rent (Machinery/Equip):	$	Other ( )	$
Employee Benefits		Rent (Other):	$	Other ( )	$
Medical:	$	Repairs:	$	Other ( )	$
Other:	$	Payroll Expenses		Other ( )	$
Entertainment (no longer deductible)	N/A	Employer Taxes:	$	Other ( )	$
Fuel, *other than vehicle:* (Propane, Diesel etc.)	$	Wages & Salaries:	$	Other ( )	$
Client/Customer Gifts:	$	Processing Fees:	$	Other ( )	$