



Self-Employment Tax Organizer

MAIN INFORMATION	
Type of Business Profession	
Business Name	
Employer ID Number (EIN)	
Business Address	
Business Telephone	
Business Start Date	

PART I: INCOME	
Form 1099	
Cash or Check	
Sales Tax Paid by Customers	
Awards & Gifts Received	
TOTAL GROSS INCOME	\$

PART II: BUSINESS EXPENSES			
Advertising	\$	Business Meals & Entertainment	\$
Commissions & Fees	\$	Overnight Travel	\$
Health Care Plans	\$	Utilities (other than household)	\$
Business Liability Insurance	\$	Telephone & Long Distance Calls	\$
Interest on Business Loans or Business Credit Cards	\$	Other Expenses	\$
Legal & Professional Fees	\$	Bank Charges	\$
Office Supplies	\$	Uniforms	\$
Rent or Lease of Equipment & Property	\$	Freight & Postage	\$
Repairs & Maintenance of Equipment	\$	Dues & Publications	\$
Other Supplies	\$	Professional Education	\$
Sales Tax Paid to State	\$	Quarterly Tax Payments to IRS	\$
Business Licenses	\$	Quarterly Tax Payments to FTB	\$
	\$		\$

EXPENSES: Office in the Home	
Area Used for Business or Storage	Sq Ft
Total Area of Home or Apartment	Sq Ft
Rent	\$
Mortgage Interest	\$
Real Estate Taxes	\$
Renters or Homeowners Insurance	\$
Repairs & Maintenance	\$
Gas & Electric	\$
Water & Sewer	\$
If homeowner, date the home was (a) purchased	(a)
(b) placed into business use	(b)

EXPENSES: Major Purchases & Prior Year Depreciation		
<i>New Item Purchased in Current Year</i>	<i>Date of Purchase</i>	<i>Cost</i>
		\$
		\$
		\$

PART III: PRODUCTS SOLD	
Inventory at the Beginning of the Year	\$
Products Purchased During the Year	\$
Cost of Products for Personal Use	\$
Supplies Added to Products for Resale	\$
Other Costs	\$
Inventory at End of the Year	\$

PART IV: VEHICLE INFORMATION		
Date Vehicle was Placed in Service: (MM/DD/YY)		
Total Business Miles:		
Total Commuting Miles:		
Total Personal Miles:		
Parking & Tolls: \$		
Do you (or your spouse) have another vehicle for personal use?	Yes	No
Was your vehicle available for personal use during off-duty hours?	Yes	No
Do you have evidence to support your deduction?	Yes	No
If yes, is the evidence written	Yes	No