

2011 BUSINESS ORGANIZER

CORPORATION, PARTNERSHIP, OR SCHEDULE C FILER



GENERAL INFORMATION

Name of Entity _____ EIN # _____ - _____
 Your Name _____ Phone # _____
 Address (If Changed) _____ E-mail _____

END OF YEAR CASH BALANCE

Savings \$ _____
 Checking \$ _____

LIABILITIES: Corporate Credit Card Balance \$ _____
 Loans - List \$ _____
 Other \$ _____

(Check Register Balance at Year End)

INCOME

COST OF GOODS SOLD

\$ _____ Gross Receipts/Sales **(REALTORS, proof of commission income required (e.g.1099))**

\$ _____ Dividends - Attach 1099's	\$ _____ <u>Beginning Inventory</u>	\$ _____ Other Costs
\$ _____ Interest - Attach 1099's	\$ _____ Purchases	\$ _____ <u>Ending Inventory</u>
\$ _____ Other (Detail)	\$ _____ Cost of Labor	
	\$ _____ Material	

SCHEDULE OF RENT PAYMENTS (Paid to yourself from Corporation)		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CORPORATION ESTIMATED PAYMENTS (Not Payroll Tax Pymts)			
<u>Federal</u>	<u>Date Paid</u>	<u>State</u>	<u>Date Paid</u>
\$ _____	___/___/___	\$ _____	___/___/___
\$ _____	___/___/___	\$ _____	___/___/___
\$ _____	___/___/___	\$ _____	___/___/___
\$ _____	___/___/___	\$ _____	___/___/___
\$ _____	___/___/___	\$ _____	___/___/___

DEDUCTIONS -If QB's or Quicken used - no need to complete / **Equip. Purchases Separated -See Back**

\$ _____ Officer Salary (NON-BBD CLIENTS ATTACH PAYROLL WAGE REPORTS) \$ _____ Wages (Not to self) \$ _____ Repairs/Maintenance on equipment/real estate \$ _____ Office Rent to Self (Total from above) \$ _____ Other Rents \$ _____ Licenses, Fees Certification \$ _____ Payroll Taxes-Soc. Sec., Medicare, UC Tax \$ _____ Interest Paid \$ _____ Advertising/Marketing \$ _____ Retirement Contribution Provide YE summary \$ _____ Auto Expenses-See Back \$ _____ Bank Charges \$ _____ Client Costs(Includes Realtor Opens) \$ _____ Dues & Subscriptions \$ _____ General Insurance (Business liability, Workman's Comp)	\$ _____ Legal & Professional (Attorney, accounting and tax work) \$ _____ Office Exp-Stationery, Bus. cards \$ _____ Promotions \$ _____ Cell phone, telephone, Internet Services \$ _____ Travel (Airline tickets, lodging, and car rental) \$ _____ Utilities (NOT HOME OFFICE) \$ _____ Meals and Entertainment(Enter at 100%) \$ _____ Disability Insurance \$ _____ Health Insurance \$ _____ Life Insurance (Term \$50,000) \$ _____ Medical Expenses (C-Corp) \$ _____ Postage and Delivery \$ _____ Printing and Reproduction \$ _____ Other (Explain)
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VEHICLE INFORMATION AND EXPENSES (WRITTEN RECORD REQUIRED)

		Vehicle 1	Vehicle 2
1	Auto Make, Model, & Year		
2	Total Miles Jan 1 to Dec 31		
3	Business Miles Jan 1 to June 30 (.51)		
	Business Miles July 1 to Dec 31 (.555)		
4	Commuting Miles		
5	Was this vehicle purchased?	Yes No	Yes No
6	Was it purchased in this tax year?	Date ____/____/____	Date ____/____/____
	If yes, (Provide purchase agreement)	Price \$ _____	Price \$ _____
	Loan balance end of year?	Balance \$ _____	Balance \$ _____
	Is it over 6,000lbs GVW?	Yes No	Yes No
7	Actual Expenses		
	Gas	\$ _____	\$ _____
	Oil	\$ _____	\$ _____
	Maintenance	\$ _____	\$ _____
	Repairs	\$ _____	\$ _____
	Insurance	\$ _____	\$ _____
	Tabs	\$ _____	\$ _____
	Loan Interest	\$ _____	\$ _____
	Other	\$ _____	\$ _____
	Lease Pymt's	\$ _____	\$ _____

AUTO MILEAGE DOCUMENTATION (WRITTEN RECORD REQUIRED)

		Yes	No
1	Is another vehicle available for personal use?		
2	Do you have evidence to support your mileage information reported above?		
3	If "Yes", is the evidence written in a log or other written format?		

NEW EQUIPMENT/CAPITAL IMPROVEMENTS

If during the year you purchased Equipment, Furniture, Vehicles, or made Property Improvements, list below. (do not duplicate on other side)						
Description	Date	Cost	Asset Was		If Trade-In Involved	
			New	Used	Description	Allowance

What is the personal use percentage of your cell phone? _____%

Did you sell any business assets in the tax year? Yes No

Did you dispose of any business assets in the tax year? Yes No

Were payments made that required filing forms 1099? Yes No

If Yes, were all required forms 1099 filed or will be filed? Yes No