

Lyndsey Mitchell, EA  
 501 Lakeridge Road  
 Guilford, VT 05301

2023  
 Small Business/Home Office Tax Organizer

phone: 303-620-6253

email: greenmntnbookkeeping@gmail.com

Business Name

Business Mailing Address

Corporate Formation (LLC, Sole Prop, S Corp, etc)?

Date Business Began

Federal Tax ID#

Actuals only, estimates are not acceptable.

Nothing should be entered twice...either a figure enter on page 1 or page 2, never both.

You must retain receipts for all expenses for at least 7 years.

If using QuickBooks or another tracking method, no need to fill out page 1, only page 2.

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	SUM
Gross Income													\$ -
Personal \$ Deposited into Biz													\$ -

IRS Suggested Expense Categories

Advertising													\$ -
Commissions													\$ -
Contract Labor (get W9 from anyone paid)													\$ -
Insurance (business-specific, not health)													\$ -
Interest Expense (on business loans)													\$ -
Legal & Professional Services													\$ -
Office Expense													\$ -
Rent - machinery & equipment													\$ -
Rent - office space													\$ -
Repairs & Maintenance													\$ -
Supplies													\$ -
Taxes & Licenses													\$ -
Meals													\$ -
Travel (hotels, flights, rental cars, taxis)													\$ -
Utilities - Biz portion of Cell, Internet, TV													\$ -
Wages (please attach copy of W-3)													\$ -

Other Commonly Used Categories

Bank Charges													\$ -
Dues & Subscriptions													\$ -
Continuing Education													\$ -
Gifts (up to \$25 per person)													\$ -
Laundry & Cleaning													\$ -
Miscellaneous (should be avoided!!!)													\$ -
Outside Services													\$ -
Parking & Tolls													\$ -
Postage & Shipping													\$ -
Uniforms													\$ -
													\$ -
													\$ -
													\$ -
Total Withdrawals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Profit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Safe Estimate Amount of Income to Pay Est. Taxes on:

Pay 30% to Fed (Form 1040-ES) & 5% to State (Form 104-EP)

\$ -  
Due 4/15

\$ -  
Due 6/15

\$ -  
Due 9/15

\$ -  
Due 1/15

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	SUM
Inventory Purchases													\$ -
Beginning Inventory, as of January 1st													
	Ending Inventory, as of Dec. 31st												
	Cost of Goods Sold											\$ -	

Year, Make, Model of Car	Date		Placed in Service?		Do you maintain written mileage records?		yes / no	
total business miles driven								-
total number of miles driven								-

**Assets Purchased During 2023**  
(please only list assets purchased in current year costing \$2,500 or more, everything else should be listed on page 1)

Date	Price
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

A few notes on the small business organizer:

1) This is not a perfect substitute for proper double-entry bookkeeping, such as QuickBooks. It is a tool to help you track income and expenses if you have no other means, but I always recommend a proper accounting system. This organizer is also not meant to be used without a tax professional interpreting the results, as tax laws and treatment of various expenses changes from year to year.

2) You should read both pages before you begin filling out the organizer. No expense should be entered in more than 1 place (for example, travel expense on page 1 should NOT include automobile mileage reported on page 2, and insurance on page 1 relates to business insurance, where as insurance on page 2 relates to the home office).

3) If you hire subcontractors, professional services, or pay a landlord for rent, you should get a W-9 filled out by them before you pay them. At year end, you are responsible for sending 1099-MISC forms to them by January 31st. If you need my assistance, please contact me by January 10th in order to allow plenty of time for processing.

Did you issue (or plan to issue) any 1099's?

Did you use a home office to manage your business? If so, please fill out:

Total Home Square Footage	
Total Home Office Square Footage	
Purchase Price & Date of House	\$ -
Cost of Improvements Since Purchase	\$ -

Annual Cost of Expenses Related to Your Home Office. You may track by month or just report annual totals, but estimates are not acceptable, actuals only.

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	SUM
Mortgage Interest													\$ -
Real Estate Tax													\$ -
Homeowners or Rental Insurance													\$ -
Rent													\$ -
House Repairs & Maintenance													\$ -
Office-specific Repairs & Maintenance													\$ -
Utilities: Gas, Electric													\$ -
Utilities: Water													\$ -
Utilities: Home Telephone													\$ -
Utilities: Personal Portion of Internet, TV													\$ -
HOA Dues													\$ -
Other Expenses, please describe													\$ -
We do NOT need your monthly mortgage payment, only the above requested categories.												Home Office Expense	#DIV/0!

Notes: