

# 2011 Business Tax Organizer

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This organizer will assist you in gathering information necessary for the preparation of your 2011 tax return. Please enter all pertinent 2011 information and return to our office. Be sure to attach important tax documents.

## CLIENT INFORMATION

Sole Proprietor    
  Partnership    
  LLC/LLP    
  S Corporation    
  C Corporation

Legal Business Name \_\_\_\_\_  
 Doing Business As (DBA) \_\_\_\_\_  
 Principle business/profession \_\_\_\_\_  
 Principle business code \_\_\_\_\_  
 Employer Identification Number \_\_\_\_\_  
 State Tax ID Number \_\_\_\_\_

## Principle business location

Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

## Mailing address

Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

## SHAREHOLDER & OFFICER INFORMATION

Name		
Identification Number		
Address		
No. of shares owned		
% stock owned at YE		
Title		

Name		
TIN		
Address		
No. of shares owned		
% stock owned at YE		
Title		

## GENERAL INFORMATION

Accounting method    
  Cash    
  Accrual  
 Inventory method    
  Cost    
  Lower c/m    
  Other \_\_\_\_\_

**BALANCE SHEET**

**2011 Amount**

**Assets**

Total Cash at January 1, 2011 (all checking & savings accounts)

Total Cash at December 31, 2011 (all checking & savings accounts)

Accounts Receivable

Loans *TO* Shareholders or Partners from the business

Other Assets: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Depreciable Assets

Less Accumulated Depreciation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Liabilities & Equity**

**2011 Amount**

Accounts Payable

Notes Payable (Credit Cards, Loans, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Loans *FROM* Shareholders or Partners to the business

Other Liabilities:

\_\_\_\_\_  
\_\_\_\_\_

Corporate Stock issued to owners (dollar value) [only for Corporations]

Additional Paid-in Capital

**Total Distributions to owners (*Owners Draw*)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INCOME**

**2011 Amount**

Gross receipts or sales (Forms 1099-MISC box 7)

Returns and allowances

State tax refund

Other Income:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COST OF GOODS SOLD (does not apply to most MLM businesses)**

**2011 Amount**

Inventory at beginning of year

Purchases

Cost of items for personal use

Cost of labor

Materials and supplies

Other Costs: \_\_\_\_\_  
\_\_\_\_\_

Inventory at end of year

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>EXPENSES</b>	<b>2011 Amount</b>		<b>2011 Amount</b>
Accounting	_____	Pension & profit sharing plan - costs	_____
Advertising	_____	Postage	_____
Answering service	_____	Printing	_____
Bad debt	_____	Rent - equipment	_____
Bank charges	_____	Rent - real estate	_____
Car & truck actual expenses	_____	Rent - other	_____
Business Miles (Jan 1-Jun 30)	_____	Repairs and maintenance	_____
Business Miles (Jul 1-Dec 30)	_____	Security	_____
Commissions	_____	Start-up costs (\$5,000 max)	_____
Contract labor	_____	Supplies	_____
Delivery & freight	_____	Taxes - real estate	_____
Dues & subscriptions	_____	Taxes - payroll	_____
Employee benefit programs	_____	Taxes - state (franchise or income)	_____
Insurance - Liability	_____	Taxes - other	_____
Insurance - Health (Owners)	_____	Telephone	_____
Insurance - Health (Employees)	_____	Tools	_____
Insurance - Other	_____	Travel	_____
Interest	_____	Uniforms	_____
Other interest paid	_____	Utilities	_____
Janitorial	_____	Wages (Owners)	_____
Legal & professional	_____	Wages (Employees)	_____
Meals & entertainment (full amount)	_____	Other:	_____
Medical (C Corps Only)	_____		_____
Office expense	_____		_____
Outside services	_____		_____
Overtime Meals (C Corps Only)	_____		_____
Parking and tolls	_____		_____
Pension & profit sharing plan - contributions	_____		_____

**ASSET ACQUISITION LIST**

If you purchased any business assets (furniture, equipment, vehicles, real estate, etc) in 2011 or converted any personal assets to business use in 2011, please enter all pertinent information below.

<b>Description of Property</b>	<b>Date Placed in Service/Purchased</b>	<b>Cost or Basis</b>

**ASSET DISPOSITION LIST**

If you disposed of any business assets in 2011, please enter date sold, sales price, and expenses of sale. For real estate transactions, be sure to attach all 1099-S forms and closing statements.

<b>Description of Property</b>	<b>Date Sold</b>	<b>Sales Price</b>	<b>Expense of Sale</b>

**MULTI-LEVEL MARKETING EXPENSES**

**2011 Amount**

Required amount spent to earn commission (all positions)

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Renewals (all positions)

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Samples

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Amount spent to maintain earning level

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Other:

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**BUSINESS USE OF HOME**

**2011 Amount**

Business use area (square footage)

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Total area of home (square footage)

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Total hours facility used - Daycare facilities only

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**INDIRECT EXPENSES RELATED TO HOME BASED BUSINESS**

Note: Indirect expenses are for keeping up and running your entire home. They benefit both the business and personal parts of your home.

**2011 Amount**

Casualty losses

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Insurance

---

Miscellaneous

---

Rent

---

Repairs and maintenance

---

Security

---

Utilities

---

Other Costs:

---

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**DIRECT EXPENSES RELATED TO HOME BASED BUSINESS**

Note: Direct expenses benefit only the business part of your home. They include painting or repairs made to specific areas or rooms used for business.

**2011 Amount**

Casualty losses

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Insurance

---

Miscellaneous

---

Rent

---

Repairs and maintenance

---

Utilities

---

Other Costs:

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