

PARTNERSHIP/S-CORP TAX ORGANIZER ~ 2019

This organizer will assist you in gathering the summary of data for the preparation of your business taxes (Forms 1065 or 1120S).

NAME (Biz) _____ **e-mail** _____

ADDRESS: _____

INCOME	\$		\$	
GROSS INCOME		_____	LESS REFUNDS	_____
INTEREST		_____		

COST OF GOODS SOLD	\$		\$	
INVENTORY <i>-END</i>		_____	<i>-BEGINNING</i>	_____
PURCHASES		_____	LABOR (related to)	_____

EXPENSES	\$		\$	
SALARIES (owners)		_____	WAGES (employees)	_____
PAYROLL TAXES		_____	(include copy of year end W-3)	
REPAIRS		_____	RENT	_____
TAXES (non payroll)		_____	LICENSES	_____
INTEREST (expense)		_____	RETIREMENT	_____
HEALTH INS.		_____		

OTHER EXPENSES	\$		\$	
ACCOUNTING		_____	ADVERTISING	_____
AUTO EXPENSES		_____	BANK CHARGES	_____
(Mileage @ IRS Rate or Actual Expenses)				
DUES		_____	SUBSCRIPTIONS	_____
DONATIONS		_____	EQUIPMENT RENT	_____
INSURANCE (Liability)		_____	CLEANING	_____
OFFICE		_____	COMPUTER	_____
POSTAGE		_____	SHIPPING	_____
PROFESSIONAL		_____	SECURITY	_____
MATERIALS		_____	SUPPLIES	_____
(Generally, materials - i.e. Lumber - are purchased for the customer; Supplies are items - i.e. tarps - are used in the trade)				
SMALL TOOLS		_____	FUEL (off-road + gallons)	_____
TELEPHONE		_____	CELLULAR	_____
UTILITIES		_____	LEGAL	_____
MISC.		_____		

PARTNERSHIP/S-CORP TAX ORGANIZER ~ 2019

ASSETS BOUGHT OR SOLD (use another sheet if more assets information is needed)

(Description)	(Cost or selling price)	(Date)
(Description)	(Cost or selling price)	(Date)

BALANCE SHEET

ASSETS

	<input type="checkbox"/> Accrual	<input type="checkbox"/> Cash (Method cannot be changed year to year)	
	\$		(Depreciation – do not include items from previous tax years)
CASH			(include cash on hand, checking and savings accounts)
RECEIVABLES			(For accrual accounting only: money that is owed you)
LOANS			(Loans the business has made to others, i.e. owners too)
OTHER ASSETS			(List each asset - must be included – not depreciated ones)
LAND			(Only the buildings can be depreciated)
INTANGIBLE			(Covenants not to compete, Good will purchased, etc.)
SECURITIES			(stocks and/or bonds, investments in other businesses)

LIABILITIES

	\$	
PAYABLES		(For accrual accounting only; money that you owe others)
NOTES, LOANS		(Short term – payable in less than 1 year)
NOTES, LOANS		(Long term – payable in 1 year or more, i.e. mortgages)
OTHER LIABILITIES		(a list of each Liability – must be included – required by IRS)
OTHER		(a list of each misc. liability is required by IRS)

Mail to:

Taxing Situations, Inc., 515 Cobbs Bridge Rd, New Gloucester, ME 04260

FAX to (207) 657-8145 or attach as an e-mail (use caution) to:

Shannon@Taxingsituations.com