

PARTNERSHIP/S-CORP TAX ORGANIZER ~ 2024

This organizer will assist you in gathering the summary of data for the preparation of your business taxes (Forms 1065 or 1120S).
 Fill out only if it applies, disregard the other items.
 (Note that if you provide us your Quickbooks file, we will have access to most of this information.)

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

INCOME

	\$		
GROSS INCOME		LESS REFUNDS	
INTEREST			

COST OF GOODS SOLD **\$**

	\$		
INVENTORY -END		-BEGINNING	
PURCHASES		LABOR (related to)	

EXPENSES **\$**

	\$		
SALARIES (owners)			
(Include W-3 and W2 for shareholders and Employees)			
WAGES (employees)			
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.			

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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**

Accrual Cash (Method cannot be changed year to year)
\$

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 includes – 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

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