

Small Business Tax Organizer 2025 Tax Year



BASIC INFORMATION:

Business Name _____

EIN (if new) _____

Physical Address _____

Mailing Address _____

City, State, Zip _____

Email _____ Phone _____

Yes No

☐ ☐ Did the business receive or sell/exchange/dispose of any digital assets in 2025 (i.e. Bitcoin)?

☐ ☐ Did you receive 1099MISC/NEC/K forms? Please attach copies.

☐ ☐ Did you issue 1099s?

☐ ☐ Does your business pay wages? (If yes, attach W2s and W3)

☐ ☐ Did you purchase any large assets (over \$2500)
if yes provide a list with dates and amounts.

☐ ☐ Do you have inventory (items for sale)?
Cost of Items purchased this year _____
Inventory Cost value on hand at year end _____

☐ ☐ Do you have a business retirement plan (SEP, SIMPLE, 401k)?
If YES, do you want help calculating the amount you can contribute?

☐ ☐ Do you have any business loans outstanding?
Please provide the ending balance as of 12/31 outstanding on each loan

☐ ☐ Are you filing as an s corporation or partnership? If yes please provide:
Bank Balances as of 12/31 (provide statement) _____
Credit Card balances as of 12/31 (provide statement) _____

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BUSINESS VEHICLE USE: Vehicle 1

Vehicle 2

Make/Model of Vehicle _____

Date Placed into service _____

ALL miles driven on the vehicle during the year _____

BUSINESS only miles _____

*ONLY if you use the Actual method, include the cost of all vehicle expense for the year (fuel, repair, registration, interest, etc.) * _____

Yes No

☐☐

Do you maintain written mileage records? (Cannot deduct if you mark 'NO')

HOME OFFICE:

A home office is a dedicated space in the home used only for purposes of this business.

Square Footage of the entire Home _____

Square Footage of the OFFICE space _____

If this office space is new since the prior year, please include the purchase price of the home plus prior year improvements _____.

ANNUAL COSTS: (Include totals, I will calculate the home office % for you)

Mortgage Interest (Provide 1098INT) _____

Real Estate Taxes _____

Homeowners/Renters Insurance _____

Rent paid (If not owned) _____

Home Repairs & Maintenance _____

Office specific repairs _____

Major Home Improvements (over \$2500) _____

Utilities (gas, electric, water, trash, etc) _____

HOA Dues _____

Other _____

Yes No

☐☐

(S corp only) Did you reimburse yourself for this deduction in 2025, if yes how much _____?

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If you have a **QuickBooks** file, you may upload a portable copy (for desktop) or let me know when the file is ready (for QuickBooks online) instead of filling out this page. Include Username and Password with the portable file.

INCOME:

Yearly Total

Gross Sales or other Income Received

EXPENSES: IRS Suggested Expense Categories

Advertising

Commissions paid to others

Contract Labor

Insurance (except for health)

Health Premiums (not paid by another employer)

Interest Expense (on business loans/credit cards)

Legal & Professional Services (including tax prep)

Office Expense

Rent – machinery and equipment

Rent – office space

Repairs & Maintenance (not Auto)

Supplies and Job Materials

Sales Tax (only if included in Gross sales above)

Licenses

Meals (Food and Drink)

Travel (hotels, flights, rental cars, taxis)

Utilities (Business only, not home office)

Other Commonly Used Expense Categories

Bank Charges

Dues, Subscriptions

Continuing Education

Gifts (up to \$25 per person)

Internet

Telephone

Laundry & Cleaning

Parking & Tolls

Postage

Uniforms and Protective Equipment

Other

Other
