

**JB TAXES ORGANIZER CHECKLIST**

SELF EMPLOYMENT ITEMS:

GROSS SALES  OTHER ITEMS

ITEM	AMT	ITEM	AMT	ITEM	AMT
Advertisement	<input type="text"/>	Car/Truck Expenses	<input type="text"/>	Commissions/fees	<input type="text"/>
Contract labor	<input type="text"/>	Insurance	<input type="text"/>	Mortgage Interest	<input type="text"/>
Other Interest	<input type="text"/>	Legal/Professional Fees	<input type="text"/>	Office Expenses	<input type="text"/>
Rent/Lease Equipment	<input type="text"/>	Rent/Lease Property	<input type="text"/>	Repairs/Maintenance	<input type="text"/>
Office Supplies	<input type="text"/>	Taxes/Licenses	<input type="text"/>	Travel	<input type="text"/>
Meals/Entertainment	<input type="text"/>	Utilities	<input type="text"/>	Wages	<input type="text"/>
Other Expenses	<input type="text"/>	Beg. Inventory	<input type="text"/>	Purchases	<input type="text"/>
Cost of Labor	<input type="text"/>	Materials/Supplies	<input type="text"/>	Ending Inventory	<input type="text"/>

MILEAGE

DAYCARE: AMT OF BREAKFASTS  AMT OF LUNCHES

AMT OF SNACKS  AMT OF DINNERS

HOUSE EXPENSES FOR SMALL BUSINESS AND HOME OFFICE

SQ FOOTAGE FOR ENTIRE HOME  SQ FOOTAGE FOR OFFICE/WORK SPACE

EXPENSE	AMT	EXPENSE	AMT	EXPENSE	AMT
Electric	<input type="text"/>	Business Phone	<input type="text"/>	Internet	<input type="text"/>
Garbage	<input type="text"/>	Fuel (heat)	<input type="text"/>	Rent/Taxes	<input type="text"/>
Mortgage Interest	<input type="text"/>	Insurance	<input type="text"/>	Repairs	<input type="text"/>

RENT INCOME

EXPENSE	AMT	EXPENSE	AMT	EXPENSE	AMT
Advertisement	<input type="text"/>	Auto/Travel	<input type="text"/>	Cleaning/Maintenance	<input type="text"/>
Commissions	<input type="text"/>	Insurance	<input type="text"/>	Legal/Professional Fees	<input type="text"/>
Management Fees	<input type="text"/>	Mortgage Interest	<input type="text"/>	Other Interest	<input type="text"/>
Repairs	<input type="text"/>	Supplies	<input type="text"/>	Taxes	<input type="text"/>
Utilities	<input type="text"/>	Other	<input type="text"/>	Other	<input type="text"/>