Michele Knight, CPA Knight Accounting, LLC www.cpamichele.com Business Name		2023 Small Business/Home Office Tax Organizer er Actuals only, estimates are not acceptable.											_	phone: 303-598-4413 fax: 303-374-5665 mail: cpa@cpamichele.com										
Business Mailing Address												Nothi	ng sho	uld be e	entere	ed twice	eeith	ner a fi	gure e	nter on p	bage 1 d	or page	e 2, ne	ver both.
Primary Contact					Cell Pl	hone						Audits	s are o	n the ris	se, yo	u must	retair	n receij	ots for	all expe	nses fo	<sup>.</sup> at lea	ist 7 ye	ears.
Corporate Formation (LLC, Sole Prop, S Corp,	, etc)?						-					If usin	ig Quic	kBooks	or an	other t	rackin	ng metl	nod, ne	o need to	o fill ou	t page	1, onl	y page 2.
Date Business Began					Î								-					-						
Federal Tax ID#					12/3	31 Bai	nk Balance					1												
	J	an	I	Feb	Mar		April		May	Ju	ine	Ju	ıly	Au	g	Se	pt	o	ct	Nov	,	Dec		SUM
Gross Income															•					ſ			ç	\$-
Personal \$ Deposited into Biz																							ć	\$ -
IRS Suggested Expense Categories																							I	
Advertising																							ć	\$-
Commissions																							ć	\$ -
Contract Labor (get W9 from anyone paid)																							¢,	\$-
Insurance (business-specific, not health)																							4	\$-
Interest Expense (on business loans)																							ć	
Legal & Professional Services																							ć	
Office Expense																							ć	
Rent - machinery & equipment																							ç	
Rent - office space																							ç	
Repairs & Maintenance																							ç	
Supplies																							ç	
Taxes & Licenses								_															ç	
Meals					_																		4	
Travel (hotels, flights, rental cars, taxis)	<u> </u>							-															ç	
Utilities - Biz portion of Cell, Internet, TV																							4, 4,	
Wages (please attach copy of W-3)																							ļ	- <
Other Commonly Used Categories			-		1		1			1		1		1		1		1					<u> </u>	L
Bank Charges			-																	ļ			ç	
Dues & Subscriptions	<u> </u>							-															4,4	
Continuing Education																							ç	
Gifts (up to \$25 per person) Laundry & Cleaning	<u> </u>							-															¢ ¢	
Miscellaneous (should be avoided!!!)	<u> </u>																						ç	
Outside Services	<u> </u>																						ç	
Parking & Tolls	-																						ļ	
Postage & Shipping																							ļ	
Uniforms																							Ş	
																							ç	
			1					1										1					ç	
																							ç	
Total Withdrawals	\$	-	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	- \$		- ¢	\$ -
Operating Profit	\$	-	\$	-	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	- \$		- ¢	\$-
Safe Estimate Amount of Income to Pay Est. Pay 25% to Fed (Form 1040-ES) & 5% to Stat			EP)		\$ Due 4,	- /15		\$ Due	- 6/15					\$ Due 9/	- 15						\$ Di	ue 1/1	5	

Michele Knight, CPA Knight Accounting, LLC www.cpamichele.com				Small Bus	20 iness/Home	23 e Office Tax		phone: 303-598-4413 fax: 303-374-5665 email: cpa@cpamichele.com						
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	SUM	
Inventory Purchases									Finding Invia	nterry as of D	21.at		\$-	
Beginning Inventory, as of January 1st Year, Make, Model of Car					ate n Service?			Do	Cost of Goo	ntory, as of D ds Sold n written mile		\$ - yes	/ no	
total business miles driven				Thecean				50		Witten inite		yes	-	
total number of miles driven													-	
Assets Purchased During 2023 (please only list assets purchased in current more, everything else should be lis Did you issue (or plan to issue) any 1099's? Did you use a home office to manage your be Total Home Square Footage Total Home Office Square Footage Purchase Price & Date of House Cost of Improvements Since Purchase	ted on page	1) \$ - \$ - \$ - \$ - \$ - \$ - \$ yes	/ no	]	<ul> <li>tool to he proper ad interpret</li> <li>2) You sh entered i mileage r insurance</li> <li>3) If you I filled out forms to</li> </ul>	elp you trac counting s ing the resu ould read k n more the eported or e on page 2 hire subcor by them by them by Ja	k income and ystem. This of ults, as tax lay both pages be n 1 place (for page 2, and relates to th tractors, pro efore you pay	d expenses organizer is ws and trea efore you be r example, f insurance of e home off fessional se y them. At f you need	if you have also not me tment of va egin filling o travel exper on page 1 re ice). ervices, or p year end, yo my assistan	entry bookkeeping, such as QuickBooks. It is a ve no other means, but I always recommend a meant to be used without a tax professional various expenses changes from year to year. g out the organizer. No expense should be bense on page 1 should NOT include automobile t relates to business insurance, where as r pay a landlord for rent, you should get a W-9 , you are responsible for sending 1099-MISC cance, please contact me by January 10th in				
Annual Cost of Expenses Related to Your Hom Mortgage Interest	ne Office. Yo	u may track b	by month or	ust report ar	nnual totals, k	out estimate	s are not acce	ptable, actua	als only.				\$-	
Real Estate Tax Homeowners or Rental Insurance													\$ - \$ -	
Rent													ş - \$ -	
House Repairs & Maintenance		1					1						\$ -	
Office-specific Repairs & Maintenance													\$ -	
Utilities: Gas, Electric				1	1		1						\$ -	
Utilities: Water													\$ -	
Utilities: Home Telephone				1	1		1						\$ -	
Utilities: Personal Portion of Internet, TV		1					1				1 1		ş -	
HOA Dues				<u> </u>	1		1				1		\$ -	
Other Expenses, please describe													\$-	
	We do NOT	need your mo	onthly mortg	age paymen	t, only the ab	ove request	ed categories.			Home Office	e Expense		#DIV/0!	
Notes:													-	

Notes: