

Monthly Expense Organizer Totals

Car Expenses

Description	January	February	March	April	May	June	<i>JAN-JUN TOTAL</i>
Business Miles							
Auto Repair							
Gas							
Auto Insurance							

Utilities

Description	January	February	March	April	May	June	<i>JAN-JUN TOTAL</i>
Internet / Home Phone							
Cell Phone							
Wireless Internet							

Travel, Meals

Description	January	February	March	April	May	June	<i>JAN-JUN TOTAL</i>
Business Meals Home							
Business Meals Restaurant							
Hotel							
Travel Expenses							

Business Expenses

Description	January	February	March	April	May	June	<i>JAN-JUN TOTAL</i>
Supplies							
Seminars							
Membership Fees							
Business Gifts/ Bad Debts							
Advertising							
Commissions/ Wages							
Office Rent							
Credit Card/Loan Interest							
Banking Fees							
Charitable Contributions							

Business use of Home

use only if you have significant income in your business

Description	January	February	March	April	May	June	<i>JAN-JUN TOTAL</i>
Electric							
Natural Gas							
Mortgage Interest							
Rent Payments							
Real Estate Taxes							
Home Insurance							
Business Percent of Home		Total Sq ft of Home		Total Sq ft of Office			

Business meals are 100% deductible if the meals are food and beverages provided by a restaurant.

IRS is stepping up Audits please fill out this form and send certain receipts and records

A list of what receipts and records needed will be listed on taxdown.net

Name: _____ **Date:** _____