

Monthly Expense Organizer Totals

Car Expenses

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

Utilities

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

Travel, Meals

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

Business Expenses

Description	January	February	March	April	May	June	JAN-JUN TOTAL
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	JAN-JUN TOTAL
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			

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

A video of what receipts and records needed is on taxdown.net click on tax forms- then click on Monthly Expense Organizer Video

Business Income

	January	February	March	April	May	June	JAN-JUN TOTAL

Business Income