

# Metropolitan Tax Services

12761 Darby Brooke Court, Suite 201 | Woodbridge VA 22192

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## SELF-EMPLOYED BUSINESS ORGANIZER

<b>Business Name</b>		<b>Business Address</b>	
<b>EIN</b>		<b>Service/Product Provided</b>	

	Amount \$		Amount \$
Gross receipts/sales(Income Received)		Insurance (not health)	
Returns and allowances		Interest expense	
Inventory at beginning of year		Legal and professional services	
Inventory at end of year		Office expense	
Cost of merchandise purchased		Pension and profit-sharing plans	
Cost of labor		Lease: machinery/equipment	
Materials and supplies		Lease: other business property	
Advertising		Repairs and maintenance	
Auto expense: lease payments		Supplies	
Auto expense: fuel		Taxes and licenses	
Auto expense: insurance		Travel (airfare, lodging, etc.)	
Auto expense: maintenance		Meals (no entertainment)	
Commissions/fees (paid to others)		Utilities	
Depletion		Wages	
Depreciation		Other: _____	
Employee benefit programs		Other: _____	

### New Equipment Purchases

	Description	Date Purchased	Cost	Amount Financed with New Loan
1				
2				
3				
4				

### Office in Home – for regular and exclusive use as the principle place of your business

Total Sq Ft of Home	Total Sq Ft of Office	Rent/Mtg for Home	Insurance for Home	Utilities for Home	Maintenance for Home