

# Watson CPA, PC

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## 2019 SELF-EMPLOYED BUSINESS ORGANIZER

|                      |                         |
|----------------------|-------------------------|
| <b>Business Name</b> | <b>Business Address</b> |
|----------------------|-------------------------|

|                                | Amount \$ |                                  | Amount \$ |
|--------------------------------|-----------|----------------------------------|-----------|
| Gross receipts or sales        |           | 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 and fees           |           | 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 |
|---------------------|-----------------------|-------------------|--------------------|--------------------|----------------------|
|                     |                       |                   |                    |                    |                      |