



Phoenix Rose
Accounting

Tax Readiness

Workbook

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Out of Pocket Expenses

Use this space to record any business expenses you paid for with personal money. Including using your personal debit card, credit card or cash.

02

Contractor Information

Use this page to record the information of any contractors paid over \$600 total during the year.

03

Business Expenses

Use the Table Below to add your annual totals of the following expenses.

04

Assets and Liabilities

Use the table below to record your asset and liability information.

05

Miscellaneous

Use the checklist below to gather some of the other information that may be necessary to complete your business taxes.

Contractor Information

USE THIS PAGE TO RECORD THE INFORMATION OF ANY CONTRACTORS PAID OVER \$600 TOTAL DURING THE YEAR.

Name:
Email:
Phone Number:
EIN/SSN:
1099 Issued [Y/N]:
Amount Paid:

Name:
Email:
Phone Number:
EIN/SSN:
1099 Issued [Y/N]:
Amount Paid:

Name:
Email:
Phone Number:
EIN/SSN:
1099 Issued [Y/N]:
Amount Paid:

Business Expenses

USE THE TABLE BELOW TO ADD YOUR ANNUAL TOTALS OF THE FOLLOWING EXPENSES.

EXPENSES	TOTAL SPENT FOR THE YEAR
AUTO	
COMPUTER AND INTERNET	
DUES AND SUBSCRIPTIONS	
EDUCATION	
FEES	
MEALS	
PERSONAL	
POSTAGE	
PROFESSIONAL	
TELEPHONE	
UTILITIES	

Assets and Liabilities

USE THE TABLE BELOW TO RECORD YOUR ASSET AND LIABILITY INFORMATION.

#	ASSET NAME	ANNUAL DEPRECIATION	ACCUMULATED DEPRECIATION
1			
2			
3			
4			
5			

#	LIABILITY NAME	ANNUAL INTEREST PAID	PRINCIPAL BALANCE
1			
2			
3			
4			
5			

Assets and Liabilities

USE THE TABLE BELOW TO RECORD YOUR ASSET AND LIABILITY INFORMATION.

#	ASSET NAME	ANNUAL DEPRECIATION	ACCUMULATED DEPRECIATION
1			
2			
3			
4			
5			

#	LIABILITY NAME	ANNUAL INTEREST PAID	PRINCIPAL BALANCE
1			
2			
3			
4			
5			

Miscellaneous

USE THE CHECKLIST BELOW TO GATHER SOME OF THE OTHER INFORMATION THAT MAY BE NECESSARY TO COMPLETE YOUR BUSINESS TAXES

01 Employee W2 Information

02 Employee Benefit Expenses

03 Retirement Contributions

04 Home Office Expenses

05 Business Mileage Information

06 Charitable Contribution Receipts

07 Business Bank Statements

08 Inventory Totals

09 Any IRS Notifications