

Tax Organizer for Writers

Year

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Income

Royalties/advances	
Magazine article fees	
Speaking fees	
Back of room sales	
Other income	

Business Use of Home

Square feet for business exclusively & regularly	
Total square feet in home	
<i>Home expenses (record totals/don't prorate)</i>	

Expenses

Advertising	
Business cards	
Website	
Office/computer supplies	
Other supplies	
Legal/prof. services	
Editing fees	
Contracted services	
Wages paid	
Research expenses	
Dues/memberships	
Books & subscriptions	
Printing & copying	
Postage & delivery	
Continuing education	
Workshop registrations	
Business mileage	
Travel/airfare/lodgings	
Meals & entertainment	
Taxes & licenses	
Business insurance	
Equipment rent	
Repairs & maintenance	
Office rent	
Utilities	
Internet access	
Telephone/cellular	

Mortgage interest	
2nd mortgage interest	
Property taxes paid	
Electricity	
Natural gas	
Water/sewer	
Trash pickup	
Fire protection	
Homeowners association	
Security/alarm service	
Pest control service	
Maintenance/supplies	
Repairs	

Business Use of Vehicle

Year, make & model	
Date 1st used for business	
Cost (including sales tax)	
End of year odometer reading	
Start of year odometer reading	
Total miles driven during year	
Business miles	
Daily miles to & from work	
Total commuting miles	
Gasoline	
Maintenance/oil changes	
Tires	
Repairs	
Registration/license fees	
Vehicle insurance	

Equipment bought

Description	Cost	Date

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