

VINCENT PASSARIELLO TAX SERVICES

SCHEDULE C. ORGANIZER

Business Information

Name of Business		Employer ID Number (EIN)	
Address			
Contact Individual		Phone #	
E-mail		Alt. #	
Business Activity		Date Business Started	
Business Product or Service		Business Code	
Method of Accounting (Check One)	<input type="radio"/> Cash <input type="radio"/> Accrual <input type="radio"/> Other (Describe):		

Manual Profit & Loss

This section is **ONLY** for those business that do not maintain an automated bookkeeping system that provides a profit and loss statement, balance sheet and bank cash reconciliation of the business checking accounts with the ending balance of the year.

Income	Amount	Cost of Good Sold	Amount
Gross Receipts of Sale		Inventory at Beginning of Year	
Returns and Allowances		Purchases	
Cost of Goods Sold		Cost of Labor	
Gross Profit		Other Costs	
Other Income		Inventory at End of Year	

Business Assets Purchases & Improvements

Date Purchased	Description	Cost	Date Purchased	Description	Cost

Business Assets Sales & Dispositions

Date of Disposition	Description	Sales Price	Date of Disposition	Description	Sales Price

Bank Reconciliation

Balance at the Beginning of the tax year:		Balance at the End of the tax year:	
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Expenses			
Business Expenses	Amount	Business Expenses	Amount
Advertising		Office Expense	
Automobile Expenses		Parking and Tolls	
Bad Debts		Pension Plan Fees	
Commissions and Fees		Publications	
Contract Labor		Rent – Equipment	
Dues and Subscriptions		Rent – Other	
Employee Benefits		Repairs	
Employee Health Care Plans		Seminar & Conferences	
Entertainment & Business Meals		Software	
Equipment – Less than \$100 per item		Supplies	
Equipment - \$100 or more per item		Taxes – Payroll	
Freight (Postage and Shipping)		Taxes – Sales	
Fuel (Gas)		Taxes – Property	
Gifts		Telephone	
Insurance		Transportation (Local)	
Interest – Mortgage		Utilities	
Interest – Other		Wages (W-2)	
Internet Service		Other:	
Legal & Professional		Other:	
Licenses & Permits		Other:	
Lodging		Other:	

*Please list all other expenses not shown on separate page

Taxpayer Certification

I hereby certify that I have accurately and fully, to the best of my knowledge and ability provided Vincent Passariello Tax Services with all the information asked for on the Schedule C. Organizer. I understand that I am responsible for the accuracy of my own return. I agree not to hold Vincent Passariello Tax Services responsible for any errors or omissions made on the return because I withheld information or failed to provide the information necessary to complete the return accurately.

Authorized officer signature

Date