



**ELO PROF., LLC**  
**TAX ORGANIZER**  
 Business Summary

Name of Business \_\_\_\_\_

**Income**

Gross Receipts or Sales \_\_\_\_\_  
 Returns \_\_\_\_\_  
 Other Income \_\_\_\_\_

**Cost of Goods Sold**

Beginning Inventory: \_\_\_\_\_  
 Ending Inventory: \_\_\_\_\_  
 Purchases: \_\_\_\_\_

**Expenses**

Advertising \_\_\_\_\_  
 Car and Truck (auto) \_\_\_\_\_  
 Commissions and Fees \_\_\_\_\_  
 Contract Labor \_\_\_\_\_  
 Employee Benefits \_\_\_\_\_  
 Insurance (Not Health) \_\_\_\_\_  
 Legal and Professional Fees \_\_\_\_\_  
 Office Expenses \_\_\_\_\_  
 Rent or Lease Expense Repairs  
 and Maintenance Supplies \_\_\_\_\_

Taxes and Licenses \_\_\_\_\_  
 Travel \_\_\_\_\_  
 Meals \_\_\_\_\_  
 Entertainment \_\_\_\_\_  
 Utilities \_\_\_\_\_  
 Less: Personal Utilities \_\_\_\_\_  
 Wages \_\_\_\_\_  
 Other (list): \_\_\_\_\_

**Vehicles:**

Car/Truck \_\_\_\_\_  
 Actual Miles: \_\_\_\_\_

Car/Truck \_\_\_\_\_  
 Actual Miles: \_\_\_\_\_

**Property/ Equipment Purchased** - Treat the cost of improvements made to real property as the purchase of a new asset. Provide invoices when possible.

Asset	New or Used	Date	Cash Paid	If Old Equipment was Traded-in (VITAL!)		
				Amount Financed (if applicable)	Item Traded	Trade-in Value of "Old Equipment"
	New / Used		\$	\$		\$
	New / Used		\$	\$		\$
	New / Used		\$	\$		\$
	New / Used		\$	\$		\$
	New / Used		\$	\$		\$

**Property Sold or Taken Out of Service**

Asset	Date Sold or Disposed	Selling Price
		\$
		\$
		\$
		\$
		\$

**\*\*Please include closing documents for any property purchased in the current year\*\***