



# DP Financial & Tax, Inc.

8282 S. Memorial Dr. Ste. 102, Tulsa OK, 74133  
 Ph: 918.392.7879 Fax: 918.392.7079

## CORPORATION OR PARTNERSHIP TAX ORGANIZER

General Information	
Company Name	
Company Address	
SSN# / EIN#	
Entity Type	<input type="checkbox"/> S Corp <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor

Shareholder / Partner - One	
Name	
Address	
SSN # - Cell #	-
Owner Contributions to Business	
Owner Withdrawals	
% of Ownership	Any changes of Ownership?

Shareholder / Partner - Two	
Name	
Address	
SSN # - Cell #	-
Owner Contributions to Business	
Owner Withdrawals	
% of Ownership	Any changes of Ownership?

QUICKBOOKS FILE?    YES / NO    Password    QB's Version _____
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### Income Worksheet

Part 1- INCOME	\$\$	Part II - Cost of Goods Sold	\$\$
Gross Receipts or Sales		Inventory at beginning of year	
Returns and Allowances		Purchases	
Other Income -		Cost of Labor (Not salary to you)	
Other Income -		Materials and Supplies	
Other Income -		Other Costs -	
Other Income -		Inventory at end of year	

How did you come up with gross revenue?	<input type="checkbox"/> 1099's <input type="checkbox"/> QuickBooks <input type="checkbox"/> Merchant Services <input type="checkbox"/> Cash Totals <input type="checkbox"/> Bank Statements
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## General and Other Expenses

General Expenses	\$\$	Other Expenses	\$\$
Advertising		Banking Fees / Services Charges	
Bad Debts ( From sale or services )		Cell Phone / Pager	
Car & Truck Expenses - See Below		Cleaning / Janitorial	
Commissions and Fees		Continuing Education	
Computer Services / Supplies		Client Gifts	
Contract Labor / Subcontractor		Credit Card Processing Fees	
Depreciation		Def'd Comp	
Employee Benefits ( Not retirement )		Internet / Website	
Freight or Shipping		Magazine Subscrip / Business Pubs	
Interest - Mortgage		Membership Dues (Associations)	
Interest - Other		Office Supplies	
Professional Services - Legal		Payroll Processing Fees	
Office Expense		Postage / Shipping	
Pension & Profit Sharing ( Not owner )		Security System	
Printing		Telephone	
Rent / Lease Equipment		Tolls / Parking	
Rent / Lease Office		Uniforms	
Repairs / Maintenance			
Supplies		<b>Insurance</b>	<b>\$\$</b>
Licenses / Permits		AFLAC Insurance	
Tax Prep or Accounting Fees		Business Liability Insurance	
Taxes - Payroll ( Enclose payroll reports )		Disability Insurance - Not deductible	
Taxes - Other		Errors and Omissions	
Travel ( Airfare, hotel, taxi or rental )		Health Insurance - Employee	
Meals and Entertainment		Health Insurance - Owner	
Utilities		Key Man Life Insurance	
Wages Officer ( Enclose W-3 & W-2 )		Workers Comp	
Wages Staff ( Enclose W-3 & W-2 )			

Auto Expenses	\$\$	Employee Benefits	\$\$
<b>Vehicle Make &amp; Model</b>		401K / SEP / Profit Sharing	
Mileage - Beg. _____ End _____		Company Parties / OT Meals	
Business Owned ? Y / N		Lease Payments (Lease to Own?)	
<b>Vehicle Make &amp; Model</b>		<b>Vehicle Make &amp; Model</b>	
Mileage - Beg. _____ End _____		Mileage - Beg. _____ End _____	
Business Owned ? Y / N		Business Owned ? Y / N	

How did you come up with the mileage amount?  Written Log  Oil Change  Appointment Log

