

ELO PROF., LLC
TAX ORGANIZER - 2021
Business Summary

Name of Business		_____	
Income		Cost of Goods Sold	
Gross Receipts or Sales	_____	Beginning Inventory:	_____
Returns	_____	Ending Inventory:	_____
Other Income	_____	Purchases:	_____
Expenses			
Advertising	_____	Taxes and Licenses	_____
Car and Truck (auto)	_____	Travel	_____
Commissions and Fees	_____	Meals	_____
Contract Labor	_____	Entertainment	_____
Employee Benefits	_____	Utilities	_____
Insurance (Not Health)	_____	Less: Personal Utilities	_____
Legal and Professional Fees	_____	Wages	_____
Office Expenses	_____	Other (list):	_____
Rent or Lease Expense	_____	_____	_____
Repairs and Maintenance	_____	_____	_____
Supplies	_____	_____	_____
Vehicles:			
Car/Truck	_____	Car/Truck	_____
Actual Miles:	_____	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.

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

Property Sold or Taken Out of Service

<i>Asset</i>	<i>Date Sold or Disposed</i>	<i>Selling Price</i>
		\$
		\$
		\$
		\$
		\$

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