

BUSINESS ORGANIZER - SILBEREICH & ASSOCIATES, INC.

AL@OURTAXMAN.PRO

TELEPHONE (818) 841-5775 - FAX (818) 841-5949

CORPORATION / LLC INFORMATION		EXPENSE	AMOUNT	EXPENSE	AMOUNT
BUSINESS NAME		ACCOUNTING		OFFICE EXPENSE	
FEDERAL TAX ID#		ADVERTISING		PENSION PLAN EXPENSE	
STREET ADDRESS		AUTO EXPENSE		POSTAGE & SHIPPING	
CITY/STATE/ZIP		BANK CHARGES		PRODUCTION EXPENSES	
EMAIL		COMMISSIONS		RENT	
PHONE		COMPUTER/INTERNET		REPAIRS & MAINTENANCE	
FAX		DUES & SUBSCRIPTIONS		SALARIES & WAGES	
		EDUCATION/TRAINING		SUPPLIES	
OFFICER NAME	SS NUMBER	INSURANCE		TAXES - CA FTB	
		INTEREST PAID		TAXES - CA SECRTRY of STATE	
		LEGAL & PROFESSIONAL		TAXES - CITY BUSINESS	
		LICENSES & PERMITS		TAXES - OTHER	
INCOME		MEALS & ENTERTAINMENT		TELEPHONE	
INCOME		MEDICAL EXPENSES		TRAVEL FOR BUSINESS	
		MISCELLANEOUS		UTILITIES	
		MONITORING/RESEARCH			
OTHER INCOME					
EQUIPMENT PURCHASES FOR BUSINESS		Corporate Checking Account Balance As Of Dec. 31st->			
DISCRIPTION	AMOUNT	OTHER CASH ACCTS AS OF 12/31	DISCRIPTION	AMOUNT	
		SAVINGS			
		MONEY MARKETING/CDS			
		BROKERAGE ACCT			
QUESTIONS		BUSINESS LOANS AND/OR LEASE			
		LOANS TO SHAREHOLDERS			
		LOANS FROM SHAREHOLDERS			
<u>CHOSE ONLY ONE FOR YOUR RECORDS</u>		Reminders: Minimum tax payable to the CA FTB is \$800 a year. The annual payment to CA Sec of State is \$25. LA City Business Tax must be filed by 2/28 to avoid paying taxes. It is mandatory for Officers to declare payroll & withhold taxes. You may not just make cash withdrawals from company accounts. Please provide a complete payroll & Profit and Loss.			
PDF FILE COPY	HARD COPY				