

Monthly Tax Tracker

Use this tracker to keep your business records organized. If you have any questions about how to categorize expenses, or about any other tax-related issue, please call us at 800-706-4741.



ENTITY NAME: _____ MONTH / YEAR: _____ / _____

| OVERNIGHT TRAVEL EXPENSES | |
|---|--|
| Hotel / Lodging | |
| Air / Train/ Bus | |
| Taxi / Limo / Shuttle | |
| Car Rental | |
| Parking / Tolls / Gas | |
| Cell Phone / Phone / Fax | |
| Postage | |
| Dry Cleaning / Laundry | |
| Misc. | |
| Total Overnight Travel Expenses: | |

| RENTAL REAL ESTATE EXPENSES | |
|---|--|
| Advertising | |
| Auto & Travel | |
| Cleaning & Maintenance | |
| Commissions | |
| Insurance | |
| Legal / Accounting | |
| Management Fees | |
| Interest Paid | |
| Repairs | |
| Supplies | |
| Taxes | |
| Utilities | |
| Other Rental Real Estate Expenses | |
| Total Rental Real Estate Expenses: | |

| LOCAL TRAVEL EXPENSES | |
|-------------------------------------|--|
| Auto Miles | |
| Repairs / Maintenance | |
| Parking / Tolls / Gas | |
| Misc. | |
| Total Local Travel Expenses: | |

| OTHER EXPENSES | |
|---|--|
| Phone / Cell / Fax / Internet | |
| Cable | |
| Office Supplies | |
| Rent | |
| Postage | |
| Utilities | |
| Retirement Plan Contributions | |
| Wages | |
| Insurance | |
| Equipment (Purchased) | |
| Equipment (Leased) | |
| Legal / Accounting | |
| Advertising | |
| Subscriptions | |
| Taxes / Licenses | |
| Trade Shows / Seminars / Continuing Ed. | |
| Misc. | |
| Total Other Expenses: | |

| MEALS & ENTERTAINMENT | |
|--|--|
| Meals (Who, What, Where, and Why) | |
| Recreation (Golf, Fishing, etc.) | |
| Shows (Tickets, etc.) | |
| Drinks | |
| Total Meals & Entertainment Expenses: | |

- I am an Anderson client. My tax preparer's name is: _____
- I am an Anderson client. Keep this tracker in my file.*
Your Name: _____
- I am a not an Anderson client. Please contact me about the services you offer.*
Your Name: _____
Phone: _____

*Please fax this document to: 253-238-0003.