

- Taxes -

Financial Year: _____

Date to finalize tax document for filing: _____

This Year Taxes

- All items reviewed on the tax checklist
- Receipts Scanned(Photos Taken and saved)
- Tax Documents backed up
- Mileage log checked and completed

Filing This Year Taxes

- Information sent to accountant: _____
- Tax documents filed: _____
- Tax debt or refund notice received _____
- Tax debt (refund received) paid: _____ Payment method: _____
- Tax binder updated & finalized for _____ financial year
- Spouses tax binder updated & finalized for _____ financial year
- Final tax documents backed up

Quarterly Taxes Paid

	Budgeted	Actual Due	Day Paid	Payment Method	Difference	Payment Proof Filed
Q1						
Q2						
Q3						
Q4						

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- Tax Information -

Name _____

Financial Year _____

- Tax Information -

Name _____

Financial Year _____

- Estimated Taxes -

Name _____

Financial Year _____

Income	Sum	Note
Less Allowable Deductions	Sum	
Total Deductions		
Estimated Taxable Income		
Tax Rate		
Estimated Taxes Due		
Estimated Monthly Due		

- *Estimated Taxes* -

Name _____

Financial Year _____

Income	Sum	Note
Less Allowable Deductions	Sum	
Total Deductions		
Estimated Taxable Income		
Tax Rate		
Estimated Taxes Due		
Estimated Monthly Due		

