



Mr. Smart Tax, Inc.

4590 MacArthur Blvd., 5th Floor

Newport Beach, CA 92660

(949) 877-3143

Tax Organizer – Attorney

Professional Fees & Dues		Supplies & Expenses	
Association Dues		Briefcase & Business Cards	
Credentials		Business Meals (enter 100% of expenses)	
License		Filing Fees	
Professional Associations		Clerical Service & Paralegal	
Union Dues		Computer Software & Supplies	
Other: _____		Computer Supplies	
Continuing Education		Firm Meetings	
Correspondence Course Fees		Entertainment (enter 100% of expense)	
Course Registration		Equipment Repair	
Continuing Professional Education		FAX Supplies	
Materials & Supplies		Gifts & Greeting Cards	
Photocopy Expense		Lexus/Nexus & other On-Line Charges	
Reference Material		Accounting & Professional Services	
Research Expenses		Office & Stationary Expenses	
Seminar Fees		Photocopy Expenses	
Textbooks		Postage & Shipping	
Other: _____		Library & Research Costs	
Telephone Expenses		Marketing & Practice Development	
FAX Transmissions		Technical Publications	
Paging Service		Other: _____	
Toll, Cellular, and Pay Calls		Equipment Purchases	
Other: _____		Cellular Phone	
Auto Travel (In miles)		FAX Machine, Calculator, and Copier	
Court Appearances		Pager, Recorder, and Phone	
Client Meetings		Computers and Printers	
Continuing Professional Education		Modems and computer peripherals	
Practice Development		Other: _____	
Out of Town Business Trips		Travel - Out of Town	
Purchasing Job Supplies & Materials		Airfare	
Professional Society Meetings		Car Rental, Taxi, Bus, Train, and Subway	
Parking Fees and Tolls (\$)		Parking and Tolls	
Other: _____		Lodging (do not combine with meals)	
Miscellaneous Expenses		Meals (enter 100% of expense)	
Liability Insurance - Business		Porter, Maid, and Laundry	
Subscriptions		Telephone Calls (including home)	
Resume		Other: _____	