

Monthly Tax Sheet

January 2025		
Graphics	Special Assessments	Books
DVD's	Play Yard	Play Room
Advertisement	Office	Gifts/Holidays
Supplies	Electricity	Other

Directions:

You are able to type directly into each box. Ahead of time decide what categories you're going to use for your tax receipts. You will be doing this monthly. Do each months cover sheet ahead of time. (You will be printing pages back to back).

January 2025		
Classes / Training	Playroom	Play Yard
Supplies	Utilities	Groceries
Gifts / Holidays	Books	Movies
Quarterly - Federal	Quarterly - State	Retirement

1. In the blue box at top, type the month and year.
2. Type in the additional boxes your tax categories.
3. When you get a receipt, if it's a tape receipt, make a copy because ink will fade, and staple the original to the back of the copy.
4. Total the items on the receipt, break down into categories and write total under the correct heading.
5. At the end of the month, total each category and add the total to a spreadsheet.

If you do this daily and stay on top, when tax time comes you won't be regretting tax time as much. 😊



