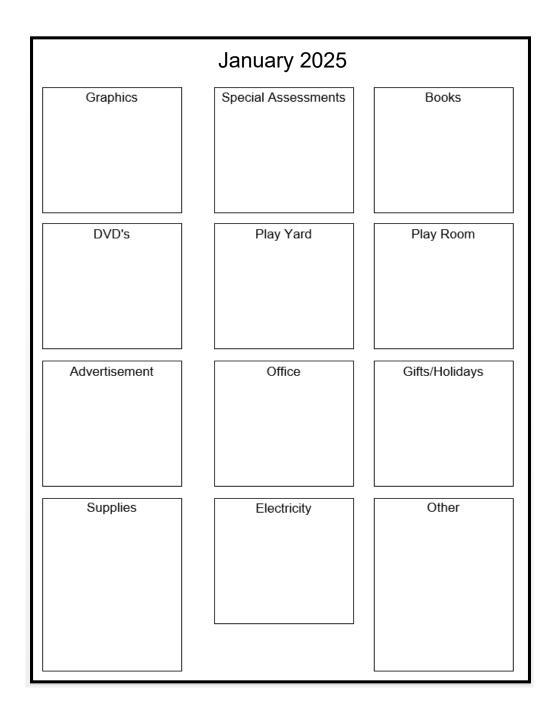
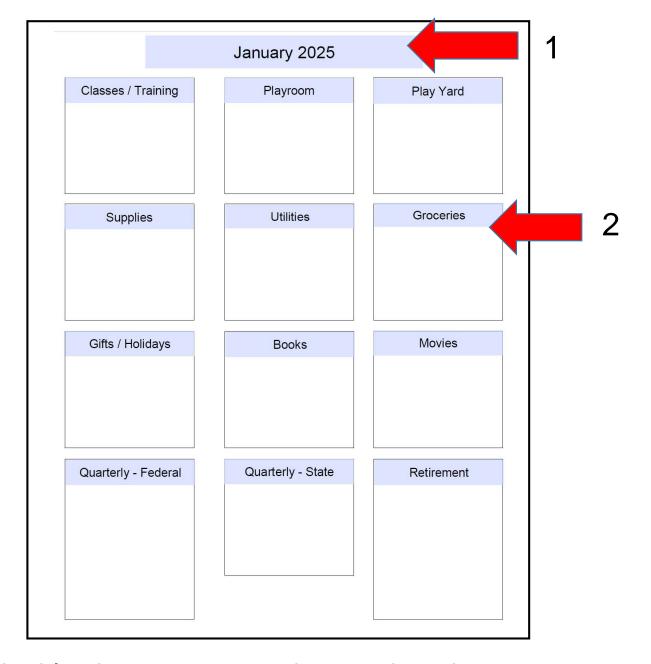
## Monthly Tax Sheet



## **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).



- 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. ©

