



BETTER OPTIONS
BETTER RELATIONSHIPS
BEST TAX SEASON



TAX SEASON EXPENSE PLANNER

Tracking Best Practices

- 1. Detailed Records:** Maintain records of all business expenses, including dates, vendor names, amounts, and a clear description of the service or product.
- 2. Receipt Management:** Keep all receipts and invoices organized. A digital system is highly recommended for easy retrieval and backup. (e.g., cloud storage, dedicated app)

Software & Technology

This category covers all digital tools and services for tax prep and client management.

Examples: Software purchase, cloud storage, customer relationship management platform, website hosting and domain fees.

Date	Vendor/Description	Amount (\$)	Notes/Receipt Ref.

Compliance & Licensing

Expenses related to maintaining your credentials and regulatory requirements.

Examples: PTIN renewal fees, EFIN registration and renewal, Continuing Education events

Date	Vendor/Description	Amount (\$)	Notes/Receipt Ref.

Insurance & Professional Fees

Costs associated with protecting your business and professional memberships

Examples: Errors & Omissions liability, professional association dues, legal consultation fees

Date	Vendor/Description	Amount (\$)	Notes/Receipt Ref.

Marketing & Client Acquisition

Expenses incurred to attract new clients and promote your tax preparation services.

Examples: Online ads, social media management, printing needs, networking events, referrals

Date	Vendor/Description	Amount (\$)	Notes/Receipt Ref.

Office & Administrative

Day-to-day operational costs for running your tax practice.

Examples: Internet service, phone service, office supplies, postage, rent (if applicable)

Date	Vendor/Description	Amount (\$)	Notes/Receipt Ref.

Mileage & Travel

Track business travel costs and mileage separately to simplify reporting

Examples: PTIN renewal fees, EFIN registration and renewal, Continuing Education events

Date	Vendor/Description	Miles	Notes/Receipt Ref.

Other/Miscellaneous

Catch-all category for expenses that don't neatly fit into the previous sections.

Examples: Contracto labor, business meals, professional development

Date	Vendor/Description	Amount (\$)	Notes/Receipt Ref.

GREAT START! We know you'll need a few more ledger lines for the tax season, but getting organized now will give you an EDGE for your business!