



BOSS
Business Services

PHONE 888.969.BOSS
FAX 702.664.0548

Monthly Tax Tracker

Entity Name: _____ Month / Year: ____ / ____

OVERNIGHT TRAVEL EXPENSES		OTHER EXPENSES CONT'D.	
Hotel/Lodging	\$	Retirement Plan Contributions	\$
Air / Train / Bus	\$	Wages	\$
Taxi / Limo / Shuttle	\$	Insurance (List Types)	\$
Car Rental	\$	Equipment (Purchased)	\$
Parking / Tolls / Gas	\$	Equipment (Leased)	\$
Cell Phone / Phone / Fax	\$	Legal / Accounting	\$
Postage	\$	Advertising	\$
Dry Cleaning / Laundry	\$	Subscriptions	\$
Misc.	\$	Taxes / Licenses	\$
Total Overnight Travel Expenses	\$	Trade Shows / Seminars / Cont. Ed.	\$
TRAVEL EXPENSES		Misc.	\$
Auto Miles	\$	Total Other Expenses	\$
Repairs / Maintenance	\$	RENTAL REAL ESTATE EXPENSES	
Parking / Tolls / Gas	\$	Advertising	\$
Misc.	\$	Auto and Travel	\$
Total Local Travel Expenses	\$	Cleaning and Maintenance	\$
MEALS & ENTERTAINMENT		Commissions	\$
Meals (Who, What, Where and Why)	\$	Insurance	\$
Recreation (Golf / Fishing / etc.)	\$	Legal / Accounting	\$
Shows (tickets / etc.)	\$	Management Fees	\$
Drinks	\$	Interest Paid	\$
Total Meals & Entertainment	\$	Repairs	\$
OTHER EXPENSES		Supplies	\$
Phone / Cell / Fax / Internet	\$	Taxes	\$
Cable	\$	Utilities	\$
Office Supplies	\$	Other Rental Real Estate Expenses	\$
Rent	\$	Total Rental Real Estate Expenses	\$
Postage	\$		
Utilities	\$		

I am a BOSS Tax Client. My tax preparer is: _____ (Enter Name).

I am a BOSS Client: please keep this tracker in my file.** _____ (Your Name).

I am not a BOSS Client, but would like more information about the services offered.**

Please contact me: Name: _____ Phone: _____

** Fax this document to 702.664.0547.

Use this tracker to keep your records organized as you run your business. If you have any questions about how to categorize expenses, or about any other tax-related issue, please call us at 888.969.2677.

Month / Year: ____ / ____