Chart of accounts template

A starting list. Cross out what you don't need and add your own below.

Business name _____ **Entity type (sole prop, LLC, S-Corp, partnership)** _____

NUMBER	ACCOUNT NAME	TYPE	DETAIL OR TAX LINE
1000	Checking	Bank	Cash
1010	Savings and tax reserve	Bank	Cash
1100	Accounts receivable	Current asset	Money customers owe
1200	Inventory	Current asset	Goods for sale
1300	Prepaid expenses	Current asset	Insurance or rent paid ahead
1500	Equipment	Fixed asset	Form 4562
1510	Vehicles	Fixed asset	Form 4562
1590	Accumulated depreciation	Fixed asset	Form 4562
2000	Accounts payable	Liability	Bills owed
2100	Credit card	Liability	Card balance
2200	Sales tax payable	Liability	Collected, not yet paid
2300	Payroll liabilities	Liability	Withheld and employer taxes
2500	Loans payable	Liability	Bank and SBA loans
2600	Loan from owner	Liability	Owner money to be repaid
3000	Owner contributions	Equity	Capital put in
3100	Owner draws or distributions	Equity	Not an expense
3900	Retained earnings	Equity	Past profits
4000	Sales	Income	Gross receipts
4100	Service income	Income	Gross receipts
4900	Refunds and discounts	Income	Returns and allowances
5000	Cost of goods sold	Cost of sales	Cost of goods sold
6000	Advertising	Expense	Advertising
6050	Bank and card fees	Expense	Other expenses
6100	Contractors	Expense	Contract labor
6150	Insurance	Expense	Insurance
6200	Interest	Expense	Interest
6250	Meals	Expense	Meals (50% limit)
6300	Office and software	Expense	Office expense
6350	Professional fees	Expense	Legal and professional
6400	Rent	Expense	Rent or lease
6450	Repairs	Expense	Repairs and maintenance
6500	Taxes and licenses	Expense	Taxes and licenses
6550	Travel	Expense	Travel
6600	Utilities and phone	Expense	Utilities
6650	Vehicle	Expense	Car and truck
6700	Wages	Expense	Wages
6750	Payroll taxes	Expense	Taxes and licenses
6900	Depreciation	Expense	Depreciation

General information, not tax advice for your situation.

NUMBER	ACCOUNT NAME	TYPE	DETAIL OR TAX LINE

Fillable PDF: click a cell to type, then save or print. Shaded cells are totals. The Excel version on eminenttax.com adds them up for you.

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