

# RECORD KEEPING FOR TAXES WORKSHEET

## *Part 1 of 3*

Name:

Right now, how do you record expenses?

Right now, how do you record income?

Right now, how do you file your taxes? Which tax form do you use?

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## *Part 2 of 3*

Create a SMART GOAL

Specific, Measurable, Attainable, Relevant, Time Bound

EXAMPLE; I will use Square to record my farmers market sales and I will put all of my expense receipts in my folder, categorized by month. In January, my daughter will use the PIF worksheet to categorize and add up all of my farm expenses, by month. I will bring that information to an accountant, who will help me file my Schedule F tax form.

Which income or expense category will you begin to record?

WHEN will you record it?

# RECORD KEEPING FOR TAXES WORKSHEET

## *Part 3 of 3*

Create a SMART GOAL

Specific, Measurable, Attainable, Relevant, Time Bound

WHERE will you record it?

WHO on your farm team will record it?

What resource(s) will you use to file your taxes?

WHEN will you start your taxes?