

**PAY ONLY WHAT IS OWED**

*Workbook*



**Focus on TAXATION and  
RECORD-KEEPING**





# Taxation and Audits

Record-Keeping

I organize my financial records (circle one):

Daily	Weekly	Monthly
	Quarterly	Yearly
At the Tax Deadline		After the Tax Deadline

## If you selected...

...daily -- You need to get a life!

...weekly -- You are diligent, stay balanced.

...monthly -- You have a good system, nice job!

...quarterly-- You are efficient and optimizing your time.

...yearly -- You better take your vitamins. This is going to take a while.

...at the tax deadline -- You would benefit from implementing a plan.

...after the tax deadline-- Once you're caught up, schedule time to make a plan.

### TIPS FOR GETTING ORGANIZED:

1. Use a systematized traditional filing system or digitized record-keeping app.
2. Delegate to the professionals.
3. Implement an Integrated accounting software.

*Remember to...Pay Only What is Owed!*