

A GUIDE TO SURVIVING  
TAXES WITH:

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# TONIE CHRISTINE

Here are a couple tips and tricks to  
get you off on the right foot this year  
for not only surviving tax season, but  
thriving during it!



**NO  
LONGER  
FEAR  
TAXES!**

## **MONTHLY DUTY DAY:**

EACH MONTH I HAVE ONE DAY SET ASIDE, USUALLY THE FIRST MONDAY OF THE MONTH, TO DO "ALL THE THINGS". WHAT THIS MEANS IS, I TAKE THE TIME TO LOOK OVER MY BANK ACCOUNT, CATEGORIZE MY BUSINESS TRANSACTIONS, SEND OUT QUESTIONARIES TO CLIENTS AND PUT UP A FEW SCHEDULED BLOG POSTS EVEN. BUT THIS DAY IS MOST IMPORTANT FOR RELIEF AT THE END OF THE YEAR FROM TAX PROBLEMS AND HEADACHES!

**WORK  
SMARTER  
NOT  
HARDER**

## **START EARLY:**

SET YOURSELF UP FOR SUCCESS BY USING A SIMPLIFIED PROGRAM MADE FOR SMALL BUSINESS OWNERS! HERE IS A DIRECT LINK TO [QUICK BOOKS SELF EMPLOYED](#) (INCLUDING A 50% DISCOUNT FOR YOUR FIRST YEAR!) I PROMISE, THIS WILL MAKE YOUR LIFE A MILLION TIMES EASIER! IT'S SIMPLE TO USE ON YOUR PHONE WITH JUST SWIPING LEFT AND RIGHT FOR BUSINESS VS PERSONAL TRANSACTIONS AND LINKS RIGHT TO YOUR BUSINESS BANK ACCOUNT TO SHOW YOU ALL YOUR TRANSACTIONS! YOU CAN EVEN ADD PHOTOS OF YOUR RECEIPTS RIGHT IN THE APP, AND... DRUMROLL PLEASE... IT ALSO TRACKS YOUR MILES! SO USE THAT MONTHLY "DUTY DAY" TO CATEGORIZE YOUR DRIVES AND YOUR BUSINESS TRANSACTIONS AND TAX MONTH WILL BE A BREEZE! IT ALSO CATEGORIZES THEM BASED ON THE ACTUAL TAX DOCUMENT YOU HAVE TO FILE CALLED A "SCHEDULE C". AGAIN, MAKES LIFE SO SO EASY. YOU CAN THEN EASILY FILE TAXES YOURSELF, OR QUICKLY SEND A REPORT OFF TO YOUR TAX PERSON AND THEY WILL LOVE YOU.

**READY..**  
**SET...**  
**HUSTLE!**

## **HAVE ONE ACCOUNT:**

FOR ME, IT HAS BEEN IMPERATIVE TO MY ORGANIZATION THAT I HAVE ONE BANK ACCOUNT AND CARD ATTACHED TO IT (EITHER DEBIT OR CREDIT) THAT IS SOLELY USED FOR BUSINESS. THIS WILL HELP YOU STAY ORGANIZED FROM DAY 1 AND EVEN WHEN I GO INTO A STORE AND HAVE TO PURCHASE SOME PERSONAL ITEMS AS WELL, I SIMPLY ASK THE CLERK TO DO TWO SEPARATE TRANSACTIONS. I CAN'T TELL YOU HOW MUCH THIS HELPS ME STAY ON TOP OF MY TRANSACTIONS AND CATEGORIZING EVERYTHING FOR MY TAX PERSON!

HOPE THIS LITTLE GUIDE HAS GIVEN YOU HOPE FOR THE UPCOMING TAX SEASON AND DON'T FORGET TO LET ME KNOW IF IT'S HELPED CHANGE YOUR BUSINESS! I LOVE HEARING FROM OTHER BUSINESS OWNERS! FIND ME ON INSTA @TONIECHRISTINE