

Tax Prep Checklist For Day Care Providers

Filing your business tax returns can be very complicated and overwhelming. This checklist will let you know what you need and help you get organized. This list will help us do our job. It is a concise, though not exhaustive, outline of some of the documents we will need when we meet with you.

Supplies & Expenses

- Advertising
- Art & Craft Materials
- Bonding
- Books - Children's
- Bottles - Baby
- Child Protection Devices
- Cleaning Supplies
- Continuing Education
- CPR Training
- Diapers
- Gifts for Children
- First Aid Supplies
- Food & Formula
- Insurance - Business
- Laundry Supplies
- Legal & Professional Services
- License
- Office Supplies
- Paper- Toilet
- Party Supplies
- Payroll
- Repairs
- Tax - Business
- Tax Preparation
- Telephone
- Tickets, Fees, etc. - Field Trips
- Toys & Educational Toys
- Video Rentals
- Other: _____

Auto Travel (In miles)

- Continuing Education
- Field Trips
- School - Pickup & Delivery
- Shopping - Food & Supplies
- Parking(\$)
- Tolls(\$)
- Other: _____

Direct Business Use of Home

- Total Square Feet of Home.
- Business Area of Home
- Business Hours(total for year)
- Home Mortgage Interest
- Property Taxes
- Insurance
- Rents

Indirect use of the Home

- Cleaning Service
- Gardener
- Maintenance
- Painting
- Pool Service & Supplies
- Repairs - Exterior & Interior
- Repairs - Yard, Fence, etc.
- Trash Service
- Utilities & Cable
- Electric & Gas
- Water
- Other: _____

Capital Purchases

- Car Seats
- Cribs
- High Chairs
- Jungle Gym
- Slides
- Swings
- Dishwasher
- Dryer & Washer
- Fencing
- Refrigerator
- Television
- DVD/VCR Player & Discs
- Software
- Computer & Printer
- Other: _____