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Tax Preparation Checklist - Home Daycare Providers

Day Care Checklist (You can give me a spreadsheet, Quickbooks data, etc.)			
		All Income (Including food payments)	Amount
All Expenses (I do not need receipts, just totals in each category)			
	Food		Number of breakfasts, lunches, dinners and snacks served
	Advertising		Amount
	Commissions / Fees		Amount
	Postage / Office Supplies / Trade Publications		Amount
	Equipment Rental / Space Rental		Amount
	Supplies		Amount
	Meals & Entertainment for business purposes		Total amount
	Classes / Education / Training		Amount
	Client Gifts		Amount
	Portion of cell phone service used for business		Business Portion
	Public Transportation & Taxis		Amount
	Travel Expenses (Airfare, rental car, hotel, meals)		Location, number of days, and amounts
	Equipment		Item, date of purchase, amount
	Auto Expenses		
	Make & Model of car		Amount
	First day car went into service		Amount
	Total mileage for the year		Amount
	Total Business mileage		Amount
	Total parking & tolls		Amount
	Home Office		
	Total square footage of home		Amount
	Square footage of home exclusively used for day c		Amount
	Total hours used for day care in the year		Amount
	Rent		Total Paid
	Mortgage		Total Paid
	Real estate taxes paid		Total Paid
	Homeowners Insurance & Association		Total Paid
	Utilities		Total Paid
	Repairs & Maintenance		Total Paid
	First day home was used & value on that day		Date / Value