



# LYZET'S TAX SERVICES

## Checklist For Daycare Providers

### Income

1099-MISC \_\_\_\_\_  
 1099-K \_\_\_\_\_  
 Food Program \_\_\_\_\_  
 From Client (s) \_\_\_\_\_  
 Other \_\_\_\_\_

### Cost of Goods Sold

Inventory Carryover \_\_\_\_\_  
 Labor and Outside Service \_\_\_\_\_  
 Purchases for resale \_\_\_\_\_  
 Year-End Inventory \_\_\_\_\_

### Vehicle Expenses

Beginning Odometer Reading \_\_\_\_\_  
 Business Mileage \_\_\_\_\_  
 Ending Odometer Reading \_\_\_\_\_  
 Purchase Date / In Service Date \_\_\_\_\_  
 Total yearly Mileage \_\_\_\_\_  
 Year / Make \_\_\_\_\_

### Home Office Expenses

Cost or Basis \_\_\_\_\_  
 Day used for daycare \_\_\_\_\_  
 Homeowners Insurance \_\_\_\_\_  
 Hours per day \_\_\_\_\_  
 Mortgage Interest \_\_\_\_\_  
 Property Taxes \_\_\_\_\_  
 Purchase Date or in-service date \_\_\_\_\_  
 Square footage of home \_\_\_\_\_  
 Square footage of office \_\_\_\_\_  
 Utilities \_\_\_\_\_

### Expenses

Advertising \_\_\_\_\_  
 B&O \_\_\_\_\_  
 Bible School \_\_\_\_\_  
 Cable \_\_\_\_\_  
 Casual Labor \_\_\_\_\_  
 Education Expense \_\_\_\_\_  
 Electric and Gas \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Entertainment \_\_\_\_\_  
 Equipment \_\_\_\_\_  
 Field Trips \_\_\_\_\_  
 Food expense \_\_\_\_\_  
 Garbage \_\_\_\_\_  
 Laundry / Cleaning supplies \_\_\_\_\_  
 Legal/ Professional Expense \_\_\_\_\_  
 Licenses / Permits \_\_\_\_\_  
 Office Expenses \_\_\_\_\_  
 Paper Product \_\_\_\_\_  
 Parties \_\_\_\_\_  
 Postage / Freight \_\_\_\_\_  
 Pre-School \_\_\_\_\_  
 Repairs / Maintenance \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 Taxes \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Toys \_\_\_\_\_  
 Travel Expense \_\_\_\_\_  
 Utilities \_\_\_\_\_  
 Videos, Books, Etc. \_\_\_\_\_  
 Wages (W2 or 1099Misc) \_\_\_\_\_  
 Water \_\_\_\_\_

**\*\*\* Note this will be the first year that you will be responsible for reporting whether you had medical insurance throughout the 2014 tax year. If you or any of your dependents received healthcare through the exchange (Covered California) then an additional form 1095-A will be necessary to complete your tax return. This form 1095-A will be sent to your address no later than January 31, 2015 and must be brought to your appointment to successfully complete your 2014 tax return.**