

Day Care Tax Organizer

Tax Year 2016

Introduction

The Day Care Tax Organizer is based on **Schedule C, Profit or Loss from a Business or Service**. Use this tool to record your income and expenses from your day care operation.

Eligibility

- Total annual household income of \$55,000 or less.
- Sole proprietors, independent contractors, and single member LLC's only.
- We do **not** prepare returns for corporations, partnerships, businesses with employees, taxi drivers, clergy, day traders or returns with income from rental property.

Tax Documents

Organize your income and expense documents from last year. Examples:

- Tax documents to bring to your appointment: Form 1099-MISC, W-2, any documentation detailing food reimbursements, and last year's tax return. Do not list income from W-2's on the organizer. This income is listed elsewhere on Form 1040.
- Supporting documentation you do **not** need to bring to your appointment: Invoices, receipts, bank or credit card statements, and mileage logs.

TIP: See our website at www.prepareandprosper.org, for tools such as a mileage logs, income and expense worksheets, tips on making estimated tax payments, a cheat sheet for filling out the organizer and an online presentation on filling out the organizer. Check out irs.gov for useful tools and videos. Key words: small biz and irsvideos.gov.

Fill out the form

- Use your documents to fill out the organizer with only your self-employment income and expenses. Tax preparers will use the organizer to input the amounts onto the tax return. The organizer has different sections and not all apply to your business. Also, do not round off; use an exact amount.
- If you don't find a category for an expense feel free to write it in the "other" category.
- The sections are basic information, income, general expenses, other expenses, standard meal & snack rate, vehicle information, major purchases and business use of the home.

What to bring to your tax appointment

- The organizer **must be completed before** your tax appointment. We cannot prepare your tax return without this completed form.
- Photo ID for taxpayer and/or spouse.
- Social Security card or Individual Taxpayer Identification Number (ITIN) card/letter for all persons listed on the return.
- Birth dates for all persons listed on the return.
- Income statements or forms: W-2, 1099s, and any other tax document.
- Copy of last year's return – this is important for self-employed taxpayers as it may have needed information about business use of the home, equipment purchases, and more.
- Both spouses must be present for a joint return.
- For direct deposit – routing and account information (bring a blank or voided check).
- For a complete list of what to bring go to our website, www.prepareandprosper.org.

TIP: If your prior year tax return shows the names and Social Security numbers of **all** persons to be listed on the current year's tax return; this can be used instead of the Social Security cards. Of course, you need to bring that return to your appointment. We also accept photographic or digital images of the cards.

Note: ***We must have proof of your Social Security number (and everyone else on the return) by way of a Soc. Sec. card, a photo of it, a previous year tax return, or a document from the IRS or Soc. Sec. Administration.***

Contact information

Self-Employment Hotline

651-262-2169

Thomas Larson

Self-Employment Manager
thomas@prepareandprosper.org
651.262.2159

Note: Our tax preparation services are in the lower level of the Court West Building. The parking lot is located diagonally across the street from the building. Use access code **4321#** to enter the lot.

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BASIC INFORMATION

Day care name: _____
(If no separate business name, leave blank)

Business address, city, state, zip: _____

Business telephone: _____

Business start date (1st day): _____

INCOME

Forms 1099 including 1099-MISC and 1099-K	\$
Total cash, checks, and credit card payments (to you)	\$
Other income – Reimbursement from USDA Child & Adult Care Food Program or any other food reimbursement program	\$
Total Gross Income	\$

TIP: Keep separate business accounts (checking or credit) to simplify your finances and your deposits into these accounts should match, or come close to, your total gross income.

ESTIMATED TAX PAYMENTS

Did you pay estimated tax payments to the IRS or Minnesota Department of Revenue in 2016?	Yes	No
If yes, how much?	IRS	\$
	MDOR	\$

DAY CARE EXPENSES

Advertising	\$	Office supplies (paper, toner, etc.)	\$
Health insurance premiums	\$	Rent of space or equipment	\$
Day care liability insurance	\$	Repairs & maintenance -equipment	\$
Day care license & inspection fee	\$	Other interest –business loan or credit card	\$
Legal & professional fees	\$	Other	\$

TIP: Health insurance premiums in the name of the business or self-employed taxpayer, may be 100% deductible. If you received health insurance through MNsure, bring in Form 1095-A.

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OTHER EXPENSES			
Professional education - CPR & First Aid, other child care trainings	\$	Child safety equipment	\$
Bank charges	\$	Toys, books, videos, art supplies	\$
Dues or publications for professional organizations	\$	Day care furniture	\$
Telephone – 2 nd line into home only	\$	Field trips	\$
Cell phone annual charges	\$	DC supplies (bibs, diapers, etc.)	\$
Cell phone – business use percent	%	Gifts to children(\$25 limit per child)	\$
Paper products	\$	Other	\$

TIP: For expenses don't round off; use an exact amount.

EXPENSES: STANDARD MEAL & SNACK RATE 2016		
<p>You can use actual expenses for food purchased and served to eligible children or you can use the Standard Meal & Snack Rate using the chart below. You cannot deduct the cost of food consumed by you or your family. Eligible children are minor children receiving family day care in the home. You cannot include children who live in the home where the day care is provided.</p> <p>To deduct the Stand Meal & Snack Rate you don't need receipts for purchases. Attendance records of children attending the day care are used to calculate the meals and snacks served during day care hours.</p>		
<p style="text-align: center;">Child 1</p> Bkfst ____ X \$1.32 = ____ Snack ____ X \$.74 = ____ Lunch ____ X \$2.48 = ____ Snack ____ X \$.74 = ____ Dinner ____ X \$2.48 = ____ Snack ____ X \$.74 = ____	<p style="text-align: center;">Child 2</p> Bkfst ____ X \$1.32 = ____ Snack ____ X \$.74 = ____ Lunch ____ X \$2.48 = ____ Snack ____ X \$.74 = ____ Dinner ____ X \$2.48 = ____ Snack ____ X \$.74 = ____	<p style="text-align: center;">Child 3</p> Bkfst ____ X \$1.32 = ____ Snack ____ X \$.74 = ____ Lunch ____ X \$2.48 = ____ Snack ____ X \$.74 = ____ Dinner ____ X \$2.48 = ____ Snack ____ X \$.74 = ____
<p style="text-align: center;">Child 4</p> Bkfst ____ X \$1.32 = ____ Snack ____ X \$.74 = ____ Lunch ____ X \$2.48 = ____ Snack ____ X \$.74 = ____ Dinner ____ X \$2.48 = ____ Snack ____ X \$.74 = ____	<p style="text-align: center;">Child 5</p> Bkfst ____ X \$1.32 = ____ Snack ____ X \$.74 = ____ Lunch ____ X \$2.48 = ____ Snack ____ X \$.74 = ____ Dinner ____ X \$2.48 = ____ Snack ____ X \$.74 = ____	<p style="text-align: center;">Child 6</p> Bkfst ____ X \$1.32 = ____ Snack ____ X \$.74 = ____ Lunch ____ X \$2.48 = ____ Snack ____ X \$.74 = ____ Dinner ____ X \$2.48 = ____ Snack ____ X \$.74 = ____
<p style="text-align: center;">Child 7</p> Bkfst ____ X \$1.32 = ____ Snack ____ X \$.74 = ____ Lunch ____ X \$2.48 = ____ Snack ____ X \$.74 = ____ Dinner ____ X \$2.48 = ____ Snack ____ X \$.74 = ____	<p style="text-align: center;">Child 8</p> Bkfst ____ X \$1.32 = ____ Snack ____ X \$.74 = ____ Lunch ____ X \$2.48 = ____ Snack ____ X \$.74 = ____ Dinner ____ X \$2.48 = ____ Snack ____ X \$.74 = ____	<p style="text-align: center;">Child 9</p> Bkfst ____ X \$1.32 = ____ Snack ____ X \$.74 = ____ Lunch ____ X \$2.48 = ____ Snack ____ X \$.74 = ____ Dinner ____ X \$2.48 = ____ Snack ____ X \$.74 = ____
<p>TIP: To deduct food costs using the Standard Meal and Snack Rate, calculate the days and hours the children attended your day care. Did the child attend your day care Monday to Friday? For how many weeks? What meals were consumed?</p>		

