



## Day Care Income and Expense Worksheet

### General Information

Name: \_\_\_\_\_ Name of Day Care Business: \_\_\_\_\_

Address (if different than your residence):

\_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Federal Identification No. \_\_\_\_\_

How many months was this business in operation during this year? From \_\_\_\_\_ To \_\_\_\_\_

Were you still in business at the end of this tax year?  Yes  No

How many hours did you and/or your spouse devote to this business during the year?\* \_\_\_\_\_

### Day Care Income

Gross Income From Day Care \$ \_\_\_\_\_ Federal Food Reimbursement \$ \_\_\_\_\_

### Office In The Home (If Licensed) – Please complete *Home Office Worksheet*

When completing the separate worksheet, list as direct expenses any expenses that are attributable only to the day care part of your home. Please request an additional worksheet if you operated your day care in more than one location throughout the year.

### Major Purchases and Improvements

Item Purchased	Date of Purchase	Cost (Include Tax)	* Please review last year's depreciation schedule to verify that all items have been declared and are current.

\* Day care hours may include time spent while at home on jobs associated to running the licensed day care center. These jobs can include planning time, meal preparation time, and time spent cleaning up after the children. Proper documentation of all childcare hours must be maintained by the provider.

**Food** – A standard food allowance may be claimed in lieu of actual food costs. List below the number of meals served in each category not including meals for you or members of your household.

\_\_\_\_\_ Breakfast      \_\_\_\_\_ Lunch      \_\_\_\_\_ Dinner      \_\_\_\_\_ Snacks

<b>Business Expenses</b>
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Advertising (ads, business cards, tee shirts, signs)		Rents – Building (if day care not in home)	
Bank Charges (business account – cost of checks/service charge)		Toy Rental (day care use only)	
Clothes/Diapers (used for day care children only)		DVDs / Digital Entertainment (day care use only)	
Dues and Publications		Supplies (cleaning supplies/hand soap etc.)	
Education		Taxes – Real Estate (if day care not in home)	
Food – (amount spent only on day care or see page 1)		Travel and Entertainment	
Cost of Meals Purchased in Restaurants		Telephone – Business Line or Cell Phone Cost*	
Gifts (for day care children and employees)		Telephone - Long distance and extra phone options for day care.*	
Legal and Professional Services		Uniforms – Furnished to employees and yourself	
Office Supplies		Other Expenses (please list):	
Postage (Stamps, UPS, etc.)			
Wages			

\*Personal base phone line costs are not considered deductible. The cost of an additional line, or long distance specifically associated to the day care is deductible as well as special services such as call waiting, voice mail, etc.

<b>Auto Expense – Please complete enclosed worksheet</b>
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Auto expense mileage deductions can be taken for day care meetings, shopping for groceries, shopping for supplies, banking, taking children to events, or transporting children to or from their homes.

Please use the **Vehicle Expense Worksheet** to document your auto expenses.