

Daycare Provider Organizer

Business Name: _____
 Business Address: _____

Fed ID # _____

NOTE: You are required to issue a Form 1099 to any individual, company, contractor, etc. (not corporations) if you paid them \$600 or more in the year for rent, interest, or services. These forms are due to the recipients no later than January 31. The IRS will assess penalties as high as \$530 per form in not issued as required. If you would like us to prepare these forms, please contact us by January 15.

Income (attach any 1099's received)

Gross Receipts from parents: _____
 Food program reimbursements: _____
 State program receipts: _____
 Other income: _____

Business Assets Sold

Description	Date sold	Sales price
_____	_____	_____
_____	_____	_____
_____	_____	_____

If your work hours are irregular, you may claim the hours that you advertise as business hours as long as you actually care for children all of those hours at least some days during the year. Keep a daily log with "Time In" and "Time Out" entries. In addition to the hours spent on Day Care, you may claim the time spent on Day Care related jobs such as:

- _____ Cleaning up after children
- _____ Food Preparation
- _____ Record keeping
- _____ Planning and Preparation
- _____ Other (please specify)
- _____ DAY CARE hours per day
- _____ Number of days during the year your daycare was open
- _____ If hours vary, total hours for the year

Meal Information

Total Number Served During The Year _____

Breakfast: _____
 Morning Snack: _____
 Lunch: _____
 Afternoon Snack: _____
 Dinner: _____
 Cost of meals purchased in Restaurants: _____

Business Use of Home

Total area of home _____ sq ft
 Area used regularly for business _____ sq ft

Cleaning Services _____
 Homeowners Insurance _____
 Mortgage Interest _____
 Other interest _____
 Real Estate Taxes _____
 Rent _____
 Repairs and Maint. _____
 Utilities - electric, gas, water, etc _____
 Other _____
 Cost and value of home _____
 Cost of Improvements _____
 Date placed into use _____
 Value of land _____

Business Expenses

Advertising _____
 Bank fees and charges _____
 Child proofing devices _____
 Education and training _____
 Food & Meals for employees _____
 Insurance - Liability Rider _____
 Legal and Professional _____
 Licenses and permits _____
 Subscriptions _____
 Supplies - art, activities _____
 Supplies - cleaning _____
 Supplies - office _____
 Taxes - payroll _____
 Telephone _____
 Tickets and fees - Field trips _____
 Toys and games _____
 Travel _____
 Wages _____
 Gifts _____
 Other _____

