

Name of Business (802) _____ Day Care Service (800) **CODE: 624410** (801)
Address if Different (803,804) _____ 1st year 1 (44) accounting method 1 (7) spouse 1 joint 2 (10)
Employer ID No. (805) _____ **Date Licensed** _____ **Date Started** _____

ATTENTION NEW DAYCARES! Please bring to your interview the following items:
 ♦ A list of your furniture & appliances with their current value ♦ List new purchase items on the back of this sheet ♦
 ♦ Escrow papers from home purchase ♦ A list of all home improvements ♦ Property Tax Statement. (for Land / Building Ratio) ♦

DAY CARE INCOME (51) _____ **FOOD PROGRAM** (54) _____

EXPENSES OF THE HOME - These items will be prorated, list them at 100%

Monthly Rent Payment _____	Mortgage Interest _____
Real Estate Taxes (& Supplemental) _____	Insurance (Home Owner's / Rental) _____
Utilities (Gas, Electricity, Water, Garbage, Cable or Direct TV, Internet Service - not telephone) _____	

DIRECT EXPENSES:

Advertising & Printing (business cards, flyers, yellow pages)	(56) _____
Insurance (daycare insurance, service contracts, worker's comp)	(66) _____
Accounting and Legal Fees (tax prep and / or bookkeeping & payroll expenses)	(69) _____
Office Expense (receipt books, paper, calculators, postage, software)	(70) _____
Equipment Rental (paint sprayer, carpet cleaner, video / DVD rental, etc.)	(58) _____
Repairs and Maintenance (appliances, painting, small home improvements, lawn & landscape maintenance , etc.) (This is the receipts for the work you did yourself)	Directly for Daycare {repairs on C(73)} General Household _____ _____
Day Care Supplies (paper products, baby wipes, sm. baby furniture (under \$100), bibs, garage sale items, occasional art supplies,dvd/ tapes & other misc. items)	_____
Household Supplies (kitchen utensils, linens, curtains, lightbulbs trashbags & other items that help your house run more efficiently or look more attractive .) ** This will be prorated	_____
TOTAL SUPPLY EXPENSE	(74) _____
Telephone (2nd line or prorated cell phone / call waiting, voice-mail, etc.)	(77) _____

Vehicle Information

Yr / Make / Model _____
 Lease? / Purchase? Date: _____
 Lease Fees _____ Sales Price _____
 Interest Paid _____ Insurance _____
 Registration _____ Repairs _____
 Parking/Tolls _____ Gas _____
ENDING ODOMETER: _____
 Total Miles: _____ Business Miles: _____

Yr / Make / Model _____
 Lease? / Purchase? Date: _____
 Lease Fees _____ Sales Price _____
 Interest Paid _____ Insurance _____
 Registration _____ Repairs _____
 Parking/Tolls _____ Gas _____
ENDING ODOMETER: _____
 Total Miles: _____ Business Miles: _____

EMPLOYMENT TAXES

Employer portion of: FICA _____ Medi-Care _____
 UI / ETT Taxes _____ FUTA _____ **TOTAL PAYROLL TAXES** (41) _____
 Wages (Payments to people who will receive a W-2) (78) _____

OTHER EXPENSES

Arts & Crafts (paper, pens, crayons, paints, etc.) (90) _____
 Bank Charges (monthly service charges on bus. acct., misc. chgs, ck print fee) (203) _____
 Dues, Books, Publications (children's books, assoc. dues, club store dues, home imp. magazines, county license fee, etc.) (205) _____
 Education Expense (pertaining to daycare; CPR, nutrition, etc.) (90) _____
 Food (**Cost of food for Daycare & Family**, keep all receipts; grocery, fast food & food program check stubs.) _____
 # of Children your Daycare is licensed for: _____ (we pro-rate this!)
 Breakfast = _____ Lunch = _____ Dinner = _____ Snacks x 2 = _____ **FOOD EXPENSE** (90) _____
 Janitorial Services (payments for house, carpet, window cleaning & similar services) (206) _____
 Laundry and Cleaning (cleaning products & supplies & laundry supplies) (207) _____
 Outside Services (lawncare, pest control, pool services, installation / repairs & labor fees.) (209) _____
 (If deducting more than \$600, must give a 1099 misc. for amt. deducting)
 Security and Safety (locks, latches, fire ext., band-aids, medicine, first aid) (213) _____
 Toys (all toys you buy for your daycare & your children that are used in the daycare christmas & birthday toy gifts, garage sale toys, etc.) (90) _____
 Temporary Help (payments under \$600. a year to helpers in your daycare, payments to your children under 18 yrs. old can be over \$600.- **BUT KEEP GOOD RECORDS!**) (90) _____

Other Misc. Expenses not listed

Expense: _____ (90) \$ _____ || Field Trips (90) _____
 Expense: _____ (90) \$ _____ || Pre-school Program (90) _____

MAJOR HOME IMPROVEMENTS OR NEW FURNITURE

Form: (18/2) C#(19/?) Method (4)

(list additional items on a separate sheet of paper if needed)

Items Purchased (800)	Date Purchase (2)	Amount Paid (3)	Bus. % (503)

RECORD KEEPING IS AN ESSENTIAL PART OF YOUR BUSINESS - keep all receipts and documents for 5 / 7 years.
 If you need assistance with your bookkeeping, payroll or quarterly taxes, call us, we can help!

Don't forget to check us out on the web @ www.taxesnbooks.com