

D & B TAX SERVICE
 3504 Twin City Drive
 Council Bluffs, IA 51501
 712-366-1964

DAYCARE WORKSHEET

Client Name _____ Tax Year _____

Name of Daycare Business _____

Address (if Different from residence) _____

Dates daycare in operation during the year: _____ to _____

INCOME	
Income from Parents	
Income from Government Agencies	
Sales of Equipment used for day care deducted in past	
Other Income:	

BUSINESS USE OF HOME	
Date Home Aquired	
Total Cost	
Cost of Land	
Cost of Improvements	
Total Square Footage of Home	
Square Footage of Home used for Daycare	
Total Daycare Hours (Including watching children, food prep, record keeping, planning, etc.)	
Mortgage Interest (Bring in 1098)	
Real Estate Taxes	
Homeowners Insurance - General Policy	
Daycare Rider	
Utilities:	
Electricity	
Heat	
Water	
Trash Removal	
Cable Television	
Maintenance & Repairs	
Rent Paid	
Other Business Use of Home Expenses:	

CHILD CARE PROVIDERS

Tax Deduction Checklist

Expenses are all the costs of operating your child care business. It is important to keep accurate records and receipts of these expenses because they become deductions for income tax purposes. Keep in mind that the expenses that are used strictly for your child care business are 100% deductible. The expenses that are used by both your family and child care business must be taken by your business percent. Your business percent is figured using the number of hours you babysit, and prepare for babysitting, by the number of hours in a year. This figure is then multiplied by the percent of the house used for babysitting.

Advertising

Newspaper, ads, shopper ads, t-shirts, buttons, posters, business cards, etc.

Bank Charges

Charges on bank account and cost of checks for account used **only** in business

Car Expense

Mileage for field trips, lessons, school, doctor appointments, grocery shopping, gift shopping for daycare children, preschool, training sessions, conferences, library, etc.

Depreciation

Your home, furniture, appliances, TV, vacuum, carpet, water heater, equipment used for child care that lasts more than a year, or costs \$100 or more, high chair, car seat, riding toys, play pen, etc.

Dues and Publications

Membership to Child Care Providers Association, subscriptions to Child care periodicals, purchase of books and other literature that pertains to day care children or your business, dues to other professional organizations, etc.

Insurance

100% of accident and liability insurance on day care children, 100% of rider added to homeowners or renters insurance to cover day care children.

Laundry and Cleaning

Carpet, furniture, drapes, etc.

Legal and Professional Services

Cost of having tax forms done that pertain to your business, cost of small claims court to secure payment from client, etc.

Travel and Entertainment

Field trip expenses, child care conferences (motel, meals, registration fees), classes for children at school or library, rollerskating, swimming, zoo trips, etc.

Toys and Equipment

Puzzles, books, small toys, tricycles, riding toys, dolls, blocks, play pen, crib, highchair, car seat, stroller, small table and chairs, etc.

Gifts

Birthday, holiday, cards to day care children and their families

Physical

Cost of annual physical exam

Substitute Care

Broken Toys, Equipment, Furniture, Fixture

Individual Retirement Account

Food

Daycare providers can use a standard meal and snack rate or actual costs in deducting food expenses.

Utilities

Gas, Lights, Water, Garbage, 2nd telephone line and long distance telephone calls associated with child care

Annual Laboratory Analysis of Private Water supply

not in city system

Safe Outdoor Play Area

Cost for keeping outdoor play area free of litter, rubbish, flammable materials. Cost of freeing equipment of sharp, loose, or pointed parts that could cause injury to a child (material and labor). Cost necessary to ensure that play areas are well drained, free from contamination caused by sewage, household drainage waste or storm water (plumbing, material or labor costs).

Office-In-Home Expenses

Real estate tax, mortgage interest, rent, homeowners insurance, repairs and maintenance, cable TV

Office Supplies

Ledger, notebook, pencils, pens, calculator, batteries, mileage ledger, forms, envelopes, receipt book, file box, file folders, etc.

Postage

Food Program papers, yearly registration form, postage to join or renew memberships, postage to order child care publications

Repairs

100% deductible if directly related to child care. Business percentage on items used for business and family

Supplies

Laundry Soap	Fire extinguisher	Trash bags
Handsoap	Smoke detector	Toothpaste
Window Cleaner	Band-aids	Tooth brushes
Wall Cleaner	Antiseptic	Pillows
Scouring Powder	Adhesive tape	Sheets
Dish Soap	Sterile gauze pads	Blankets
Floor Cleaners	Thermometer	Towels
Vacuum bags	First Aid Supply box	Wash clothes
Furniture Polish	Calomine lotion	Dish Towels
Paper towels	Cotton Balls	Bibs
Napkins	Syrup of ipecac	Wet wipes
Paper plates/cups	Bandage Scissors	Diapers
Kleenex	Aspirin	Baby Bottles
Toilet paper	First Aid chart	Sleeping Mats
Q Tips	Child proofing equip	Safety barriers
Extra daycare clothes	Dishes for daycare	Craft Supplies