

Daycare Provider Deductions

Client: _____

Tax Year: _____

The purpose of this sheet is to help you organize you tax deductible business expenses. In order for an expense to be deductible it must be considered an "ordinary and necessary" expense. Do not include expenses for which you have been reimbursed or expect to be reimbursed.

| Telephone | |
|-------------------|--|
| Long Distance | |
| Cell Phone | |
| Answering Service | |
| Other: | |
| Other: | |
| Total | |

| Supplies | |
|----------------------|--|
| Advertising | |
| Books & Magazines | |
| Art Supplies | |
| Cleaning Supplies | |
| Office Supplies | |
| Educational Supplies | |
| Food & Snacks | |
| Field Trips | |
| Other: | |
| Total | |

| Professional | |
|----------------------|--|
| Dues | |
| Licenses | |
| Memberships | |
| Legal & Professional | |
| Insurance | |
| Seminars | |
| Publications | |
| Other: | |
| Other: | |
| Total | |

| Equipment | |
|----------------|--|
| Computer | |
| Software | |
| Desk | |
| Chair | |
| Filing Cabinet | |
| Toys | |
| Other: | |
| Total | |

| Business Use of Home | |
|-----------------------|--|
| Total Square Footage | |
| Business Hours *** | |
| Mortgage Interest | |
| Property Taxes | |
| Home Owners Insurance | |
| Electric | |
| Gas/Oil | |
| Repairs & Maintenance | |
| Alarm | |
| Other: | |
| Other: | |
| Total | |

| Vehicle & Travel | |
|-----------------------|--|
| Vehicle Description | |
| Total Miles Driven | |
| Business Miles Driven | |
| Airfare | |
| Taxi, Bus | |
| Car Rental | |
| Parking & Tolls | |
| Lodging | |
| Other: | |
| Total | |

*** Multiply days open by number of hours per day.

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