

Daycare Owner's Year-End Tax Prep Checklist

Gather the records your tax professional may need before tax season gets busy.

Income Records

- Year-end tuition and payment reports
- CCS / subsidy or reimbursement reports
- Registration, late or other fee income
- Other business income records
- 1099s or other income statements received

Banking & Credit Cards

- Year-end business bank statements
- Business credit card statements
- Payment processor reports
- Reconciliation reports or year-end account balances

Expenses & Receipts

- Food and meal expenses
- Classroom, educational and activity supplies
- Cleaning and sanitation supplies
- Advertising and marketing
- Insurance
- Licensing, permits and training
- Software and subscriptions
- Professional fees
- Repairs and maintenance
- Utilities or other potentially relevant home-related expenses

Employees & Contractors

- Payroll summaries and year-end payroll reports
- W-2 information, if applicable
- 1099 information for qualifying contractors, if applicable
- Employee benefit or reimbursement records, if applicable

Home Daycare Records

- Home square footage and daycare-use information

- Records supporting qualifying business use of the home
- Property tax, mortgage interest or rent records, as applicable
- Utilities, insurance and other potentially relevant household records
- Records of direct daycare expenses

Vehicle & Equipment

- Business mileage log
- Vehicle-related business expense records, if applicable
- List of equipment and major purchases
- Receipts and purchase dates for significant assets

Tax Planning & Final Review

- Estimated tax payment records
- Prior-year tax return
- Business entity and ownership information
- Questions or unusual transactions to discuss with your tax professional
- Confirm where final tax documents should be securely uploaded

Helpful note: This resource is an organizational aid, not individualized tax advice. Keep receipts and supporting records and confirm tax treatment with your qualified tax professional.