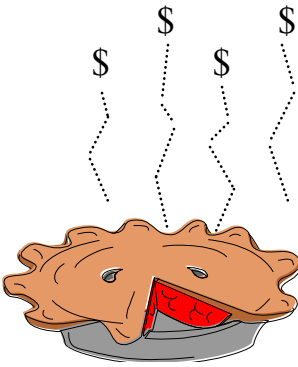


H & R Pye's Tax Service

2013 DAYCARE CHECKOFF LIST

Bath, Maine Telephone 207-443-6183 (outside local calling area 1-877-793-7829)



Please note if you are planning to mail in or drop off your tax information and papers - instead of having an appointment with us - **YOU MUST ANSWER ALL of the questions on this Checkoff list.** Simply checking off or Xing the questions does not tell us what we need to know. Please put down the answer, not applicable or none. If you need more room please attach a separate piece of paper and number your answers according to the question.

- A **TOTAL INCOME FOR BUSINESS** - whether paid by check or cash. Report only what you received in 2013. If the work was done in 2013 but you were not paid until 2014, then that is 2014 income. If you are reporting your income on the accrual basis we also need to know your accounts receivable at 12/31/12 and 12/31/13. We also need to know if you got any money from a food program. Please keep that separate from what your clients pay you.
- B **EXPENSES**
- 1 **If you want us to do your W-2s and/or 1099s we need the information by January 15, 2014. These statements must be mailed to the recipients by January 31, 2014.**
 - 2 Advertising - newspapers, business cards, shirts - hats, team sponsors. Yellow page advertising should be on your telephone bill. Also see donation explanation
 - 3 Car & Truck Expenses - you can deduct the cost of using your vehicle for business. You will either use the IRS standard mileage rate of \$.565 or your actual expenses such as gas, oil, repairs, insurance etc. **Regardless** of which method you use, we need your business miles **and** the total of all miles for the year for each vehicle you use because both of these methods use only the business portion as a deduction. We will also need your business vehicle's excise tax and any interest paid.
 - 4 Donations - to non profit organizations made in your business name. The IRS says that individual business owners can not take a business deduction for donations they make - however if you get **recognition in writing** for your donation (such as a published list of thank yous to sponsors, a listing in a program etc) than that qualifies as advertising and you can get a tax deduction for that type of donation.
 - 5 Equipment Purchases - any major purchases you made (this would include any items you bought which will last for more than one year). Please list each item separately and provide date bought, cost, description and if you traded anything towards it we will also need to see the paperwork showing the trade in allowance. Example - swing set, jungle gym set, play buildings, computer equipment, furniture
 - 6 Equipment Sold - did you sell (or abandon) any business equipment in 2013 that you had bought in previous years? We will need to know what was sold, date sold, and how much you received.
 - 7 Seminar costs, first aid courses
 - 8 Insurance - this may include day care, worker's compensation. Please list separately.
 - 9 Interest Paid On Business Loans - such as start up loans, equipment loans, and credit cards used solely for your business.
 - 10 Leased Equipment - if you have leased any equipment to be used in your business we will need to see the paper work on the lease. The equipment might be a vehicle or office equipment.
 - 11 Legal & Professional fees - lawyers, permits, accountants, tax preparation.
 - 12 Cleaning supplies - paper towels, toilet paper, laundry detergent, cleaners.
 - 13 Qualified Day Care—are you participating in the Dept. of Human Services program called Maine Qualified Child Care Provider? If you are, what is your Qualified Provider Number?
 - 14 Outside Labor - the amount you paid people who were not on your payroll to help you in your business. If you have paid anyone \$600 or more for services than you must give them a 1099 misc. statement.

MORE QUESTIONS ON OTHER SIDE

Help us save a tree, please bring this Checkoff with you

15 Office In Your Home - if you qualify for this deduction we will need to know:

Number of rooms in your home	Or	Square footage of your home
Number of rooms used for your business		Square footage of area used for business

We will also need to know the cost of running your home: Lawn maintenance and snow plowing _____
Heat _____ Electricity _____ Wood _____ Water _____ Propane _____
Sewer _____ Home owner's insurance _____ Cable _____ Internet _____
Pool Service & Supplies _____ Pump Septic _____ etc.

We will also need the hours you were operating your business. We will also need to know how many days you were open, and don't forget your prep time. Remember do not count holidays and vacations when you are closed.
Opening Time _____ Closing time _____ Number of days open in year _____

- 16 If this is your first year with an office in the home we will also need a copy of your property tax bill and how much you have invested in your home (original purchase and improvements). If you have ever depreciated it before we will need the information on that as well.
- 17 Rent of videos, equipment - used in your business for a short period of time.
- 18 Rent - on other business property such as the building or land that your business uses.
- 19 Repairs and maintenance- to all of your business equipment whether it's office equipment or equipment to do your job also any repairs to your furniture or appliances
- 20 Repairs and maintenance- improvements or repairs to land and/or house that is used in your business. Don't forget childproofing costs as well.
- 21 Supplies - art supplies, crayons, pencils, paper
- 22 Taxes - such as property taxes on business equipment, etc. Please list separately.
- 23 Telephone and cellular phones - if you run your business out of your home and you have only one phone line, then we need the total of your long distance business calls. If you have 2 phone lines into your home, then you can pick one to be your business phone (for tax purposes) and the other will be personal (you will still be able to have a deduction for any long distance business calls made on either line but in addition you will get the basic phone service as a deduction on the 'business' line. If you have a cellular phone you may deduct 100% of the cost if it is used 100% for your business, otherwise you will only be able to deduct the business percentage.
- 24 Field trips and entertainment for children. Travel For Business Purposes - airfare, motel, meals (must be listed separately), tolls, parking, etc. Please list separately.
- 25 Medical Insurance - if you are self-employed and pay for your own medical insurance we need to know how much you pay and who you pay.
- 26 Food cost - You can keep actual purchases for day care food. If you do this, then it must be kept separate from your family food. The new and probably best way is to keep a very good attendance record. You must keep a total for each day you were open. You should keep track of the number of breakfasts served, the number of lunches or suppers served, and the number of snacks served (Maximum of 3 snacks per child in an 8 hr day). The allowances for 2013 are: \$1.27 breakfast, \$2.38 lunch or supper, and \$.71 per snack.
- 27 Toys, videos etc
- 28 Office Expenses - envelopes, paper, pens, office supplies, postage, business bank fees etc

Generally, any thing you have spent for your business is probably a tax deduction for your business. Since every business is unique you may have some items that we have not mentioned