

TAXPAYER NAME	TAXPAYER SSN or FEIN

STATEMENT	STATEMENT IN SUPPORT OF	TAX YEAR
OIN-3	DAYCARE – OFFICE IN HOME	

BUSINESS INCOME	AMOUNT
DAYCARE SERVICES	
FOOD PROGRAM INCOME Not included in Daycare Services	
FOSTER CARE INCOME Not included in Daycare Services	
OTHER: Please State Source	
OTHER: Please State Source	

DIRECT BUSINESS EXPENSE	AMOUNT
ADVERTISING Newspaper, Flyers, Community News, Letters	
BAD DEBTS Uncollected Bad Checks if Previously Reported as Income	
COMMISSIONS Issue Form 1099MISC to individuals if \$600 or more	
EMPLOYEE BENEFITS	
INSURANCE Daycare Insurance, Service Contracts, Warranties	
INTEREST Bankcard Interest, Business Loans (Daycare use only)	
PROFESSIONAL Attorney, Accountant, Tax Preparer	
OFFICE EXPENSE Postage, Business Cards, Stationary	
RENTS OR LEASE Equipment, Rug Cleaner, Videos, Storage, Office Space	
REPAIRS To Business Equipment, or Direct Office Space	
SUPPLIES Covers ALL Items not mentioned elsewhere	
TAX & LICENSE License, Property Tax for Business Equipment	
TRAVEL Motels, Lodging, Food, Car Rental, Air-Bus-Trans-Taxi	
ENTERTAINMENT Business Meals, Record Date, Place. Persons attending	

OTHER DIRECT EXPENSE	AMOUNT
ACTIVITY SUPPLIES Color books, crayons, paint, sticker books, Special Occasion Party supplies	
BANK CHARGES Business account monthly service charges, check printing, return check charges, ATM fees	
DUES/PUBLICATIONS Price Club, Sams Club, professional membership and/or Magazines, TV Guide	
EDUCATION EXPENSE For Daycare, Nutrition, Nursing, Business classes, etc.	
EQUIPMENT RENTAL Carpet cleaner, Snake to clean drains, Video Player, etc.	
LAUNDRY/CLEANING Chemical & Supplies used for house cleaning, Drapes, Windows, Carpets	
OTHER SITTERS Temporary help paid no more than \$50 per Qtr. each person. Need full name, address, & SSN	
OUTSIDE SERVICES Payment to persons for services rendered. If more that \$600, issue Form 1099MISC.	
REPAIRS Direct Daycare damage to household, equipment, drain, sewer repairs	
SECURITY/SAFETY Locks, latches, meds, security bars, fencing, alarm, first aid, TB test, monitoring fees	
SUPPLIES Disposable paper products, Specialized kitchen tools.	
TELEPHONE Separate line for Daycare, long distance/ toll, call waiting, Cellular monthly rates (bus. use only)	
TOYS & GAMES All toys and games purchased exclusively for Daycare use.	
PRORATED TOYS All toys purchased for you children used by Daycare	
OUTSIDE ACTIVITIES Activities field trips, outside parties, Zoo and Park fees.	
ACTIVITIES Expenses for Cable Premium Services used for Daycare. Provide acts. From outside (clowns, etc.)	

VEHICLE MILEAGE	VEHICLE 1	VEHICLE 2
TOTAL VEHICLE MILES		
DAYCARE MILES Trips to Schools, Field Trips, Shopping for		
EDUCATION MILES Miles for Education and Training Purposes		
MEETINGS MILES Miles for Business Meetings, Seminars, etc.		
BANK/ SHOPPING MILES Miles for Banking Business Funds		

**EMPLOYERS
PLEASE COMPLETE REVERSE SIDE**

PLEASE NOTE

THIS WORKSHEET IS PROVIDED BY YOUR TAX PRAPARER TO ASSIST YOU IN CLAIMING ALL POSSIBLE EXPENSES RELATED TO YOUR BUSINESS.

THIS WORKSHEET IS NOT PROVIDED TO THE IRS, THIS DOCUMENT IS USED AS BACKUP DOCUMENTATION FOR FUTURE REFERENCE.

FOR HOUSEHOLD EXPENSES USE TOTALS FOR ENTIRE YEAR REGARDLESS OF STARTING DATE	
HOUSEHOLD EXPENSES	AMOUNTS
MORTGAGAGE INTEREST Home Owners Only	
PROPERTY TAXES Home Owners Only	
INSURANCE Home Owners Policy, Renters Insurance, Liability or Fire	
RENTAL PAYMENTS If Renting House or Apartment	
ELECTRIC	
GAS	
WATER/SEWER/GARBAGE	
TRASH HAULING Dump Fees: List Mileage on Vehicle	
TELEPHONE Amounts Over Base Service Rate	
CABLE SERVICE Basic Cable Expense	
MAINTENANCE Painting, Minor Repairs, NOT Direct Daycare Damage	
LAWN & GARDEN Lawn Service, Seed, Fertilizer	

NOTE BRING TO INTERVIEW LAST FIVE (5) QUARTERLY REPORTS FOR BOTH STATE AND FEDERAL	
PAYROLL EXPENSE	AMOUNT
PAYROLL SERVICE Service Fees for Outside Payroll Service	
WAGES Bring copies of form W-3 Total Wages Paid to Employees	
EMPLOYER FICA Employer Share of Social Security Taxes	
EMPLOYER MEDICARE Employer Share of Medicare Insurance Expense	
EMPLOYER SUI California State Unemployment Insurance	
EMPLOYER ETX California State Employer Training Tax	
EMPLOYER FUTA Federal Unemployment Tax	

**ASSETS
(BUSINESS PROPERTY)**

PLEASE BRING TO THE INTERVIEW A LIST OF ALL MAJOR PURCHASES OF BUSINESS EQUIPMENT, APPLIANCES, FURNITURE – ITEMS COSTING \$100 OR MORE. LIST SHOULD INCLUDE PURCHASE PRICE (Including Taxes & Delivery Fees), AND DATE PURCHASED. ITEMS PERVIOUSLY LISTED IF SOLD OR DISPOSED OF SHOULD BE NOTED. PLEASE LIST DISPOSAL DATE, METHOD OF DISPOSAL AND IF SOLD, SELLING PRICE.

GENERAL INFORMATION	DATE
DAYCARE LICENSE RECEIVED	
BUSINESS STARTED This Year Only	
BUSINESS ENDED This Year Only	

BUSINESS AREA	SQ/FT
TOTAL AREA Measure Entire Living Area of Home and Calculate Total	
DAYCARE AREA Area of household used for Daycare Purposes	
BUSINESS AREA Area of household used for Business Purposes	

OPERATING HOURS	HOURS TOTAL
MONDAY OPEN AT CLOSED AT	
TUESDAY OPEN AT CLOSED AT	
WEDNESDAY OPEN AT CLOSED AT	
THURSDAY OPEN AT CLOSED AT	
FRIDAY OPEN AT CLOSED AT	
SATURDAY OPEN AT CLOSED AT	
SUNDAY OPEN AT CLOSED AT	
CLEAN-UP AND PREP TIME Total Weekly Time Required For Daycare	

FOOD EXPENSE	TOTAL
TOTAL HOUSEHOLD Total Cost of all food Items Purchased (Incl.. DC)	
DAYCARE PURCHASED Total Food Purchase of Daycare	
OUTSIDE MEALS McDonalds, etc, Restaurants for Family & Daycare	
OTHER	

DAYCARE MEALS SERVED	QTY	RATE	AMOUNT
BREAKFAST			
MORNING SNACK			
LUNCH			
AFTERNOON SNACK			
DINNER			