

Name/Business Name (802) \_\_\_\_\_ Tax Year: \_\_\_\_\_  
Address if Different (803,804) \_\_\_\_\_ 1st year 1 (44) accounting method 1 (7) spouse 1 joint 2 (10)  
Employer ID No. (805) \_\_\_\_\_ Date Licensed \_\_\_\_\_ **CODE: 624410 (801)**

**\* ATTENTION NEW DAYCARES! Please bring to your interview the following items:**  
\* A list of your furniture & appliances with their current value \* List new purchase items on the back of this sheet \*  
\* Closing Statement for home purchase \* List of all home improvements \* Property Tax Bill. (for Land / Building Ratio) \*

**DAYCARE** **Cash:** (51) \_\_\_\_\_  
**INCOME: 1099 Misc:** \_\_\_\_\_

**FOOD**  
**PROGRAM:** (54) \_\_\_\_\_

**EXPENSES OF THE HOME - These items will be prorated, list them at 100%**

Monthly Rent Payment \_\_\_\_\_ Mortgage Interest \_\_\_\_\_  
Real Estate Taxes (& Supplemental) \_\_\_\_\_ Insurance (Home Owner's / Rental) \_\_\_\_\_  
Utilities (Gas, Electricity, Water, Garbage, Cable or Direct TV, Internet Service - **not telephone**) \_\_\_\_\_

**DIRECT EXPENSES:**

Advertising & Printing (business cards, flyers, yellow pages, website) (56) \_\_\_\_\_

Insurance (daycare insurance, service contracts, worker's comp) (66) \_\_\_\_\_

Accounting & Legal Fees (tax prep and / or bookkeeping & payroll expenses) (69) \_\_\_\_\_

Office Expense (receipt books, paper, calculators, postage, software, cell phone) (70) \_\_\_\_\_

Equipment Rental (paint sprayer, carpet cleaner, video / DVD rental, etc.) (58) \_\_\_\_\_

Repairs and Maintenance (appliances, painting, small home improvements, lawn & landscape repairs, etc.)  
Receipts for repairs you did yourself  
Directly for Daycare {repairs on C(73)} \_\_\_\_\_  
General Household \_\_\_\_\_

Day Care Supplies (paper products, baby wipes, sm. baby furniture (under \$100), bibs, garage sale items, occasional art supplies, dvd/ tapes & other misc. items) \_\_\_\_\_

Household Supplies (kitchen utensils, linens, curtains, lightbulbs trashbags & other items that help your house run more efficiently or look more attractive) \*\*This will be pro-rated \_\_\_\_\_

**TOTAL SUPPLY EXPENSE** (74) \_\_\_\_\_

Telephone or Cell Phone  
(2nd line or prorated cell phone / call waiting, voice-mail, etc.) (77) \_\_\_\_\_

**Vehicle Information**

**Yr / Make / Model** \_\_\_\_\_  
Lease? / Purchase? Date: \_\_\_\_\_  
Lease Fees \_\_\_\_\_ Sales Price \_\_\_\_\_  
Interest Paid \_\_\_\_\_ Insurance \_\_\_\_\_  
Registration \_\_\_\_\_ Repairs \_\_\_\_\_  
Parking/Tolls \_\_\_\_\_ Gas \_\_\_\_\_

**ENDING ODOMETER:** \_\_\_\_\_  
Total Miles: \_\_\_\_\_ Business Miles: \_\_\_\_\_

**Yr / Make / Model** \_\_\_\_\_  
Lease? / Purchase? Date: \_\_\_\_\_  
Lease Fees \_\_\_\_\_ Sales Price \_\_\_\_\_  
Interest Paid \_\_\_\_\_ Insurance \_\_\_\_\_  
Registration \_\_\_\_\_ Repairs \_\_\_\_\_  
Parking/Tolls \_\_\_\_\_ Gas \_\_\_\_\_

**ENDING ODOMETER:** \_\_\_\_\_  
Total Miles: \_\_\_\_\_ Business Miles: \_\_\_\_\_

# DAYCARE QUESTIONNAIRE

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## EMPLOYMENT TAXES

Employer portion of: FICA \_\_\_\_\_ Medi-Care \_\_\_\_\_  
UI / ETT Taxes \_\_\_\_\_ FUTA \_\_\_\_\_ **TOTAL PAYROLL TAXES** (41) \_\_\_\_\_  
**Wages** (Payments to people who will receive a W-2) (78) \_\_\_\_\_

## OTHER EXPENSES

**Arts & Crafts** (paper, pens, crayons, paints, etc.) (90) \_\_\_\_\_  
**Bank Charges** (monthly service charges on bus. acct., misc. chgs, ck print fees) (203) \_\_\_\_\_  
**Dues, Books, Publications** (children's books, Netflix/Hulu accounts, club store dues, home imp. magazines, county license fee, etc.) (205) \_\_\_\_\_  
**Education Expense** (pertaining to daycare; CPR, nutrition, etc.) (90) \_\_\_\_\_  
**Food** (**Cost of food for Daycare**) Average # of Children in attendance: \_\_\_\_\_  
Total # of Meals served for:  
Breakfast = \_\_\_\_\_ Lunch = \_\_\_\_\_ Dinner = \_\_\_\_\_ Snacks x 2 = \_\_\_\_\_ **FOOD EXPENSE** (90) \_\_\_\_\_  
**Janitorial Services** (payments for house, carpet, window cleaning & similar services) (206) \_\_\_\_\_  
**Laundry and Cleaning** (cleaning products & supplies & laundry supplies) (207) \_\_\_\_\_  
**Outside Services** (lawncare, pest control, specialty teachers, installation & labor costs) (209) \_\_\_\_\_  
(If deducting more than \$600, must give a 1099 misc.)  
**Security and Safety** (locks, latches, band-aids, medicine, first aid, fire ext. & inspections) (213) \_\_\_\_\_  
**Toys** (all toys you buy for your daycare & your children that are used in the daycare christmas & birthday toy gifts, garage sale toys, etc.) (90) \_\_\_\_\_  
**Temporary Help** (payments under \$600. a year to helpers in your daycare, payments to your children under 18 yrs. old can be over \$600.- **BUT KEEP GOOD RECORDS !**) (90) \_\_\_\_\_

### Other Misc. Expenses not listed

Expense: \_\_\_\_\_ (90) \$ \_\_\_\_\_ | **Field Trips** (90) \_\_\_\_\_  
Expense: \_\_\_\_\_ (90) \$ \_\_\_\_\_ | **Pre-school Program** (90) \_\_\_\_\_

## MAJOR HOME IMPROVEMENTS OR NEW FURNITURE & PURCHASES

Form: (18/2) C# (19/? ) Method (4)

(list additional items on a separate sheet of paper if needed)

Items Purchased (800)	Date Purchased (2)	Amount Paid (3)	Bus. % (503)

**RECORD KEEPING IS AN ESSENTIAL PART OF YOUR BUSINESS** - keep all receipts and documents for 5 / 7 years.  
**If you need assistance with your bookkeeping, payroll or quarterly taxes, call us, we can help!.**