

CHECKLIST

Tax Preparation for Freelancers

Having the necessary documents organized before you meet with your tax preparer can speed up the filing process. Use this checklist to gather all the information you need to get ready for your tax preparer.

BUSINESS INCOME

- A record of all payments received for freelance work, including payments by check, direct deposit, cash, credit card or electronic payments such as PayPal
- 1099 forms for any freelance income received (Be sure to reconcile your 1099s from each client against the amount you actually received. If the figures don't add up, contact the client to have the 1099 corrected.)
- W-2 forms (if you have a job for which you receive wages in addition to your freelance business)
- Investment account statements

BUSINESS EXPENSES

Note the date, place, amount and business purpose of the expense on all receipts.

- A record of any estimated tax payments you made during the year for which you are filing taxes
- Receipts for any payments your business made to independent contractors or other freelancers and all 1099 MISC, if they are paid more than \$600
- Documentation/receipts for your health insurance premiums and any unreimbursed medical expenses

If you are deducting business use of your vehicle:

- Mileage log including date and business purpose of each trip
- Receipts for parking fees and tolls
- Receipts for vehicle maintenance/repair
- Receipts for fuel
- Documentation of auto loan interest paid
- Documentation of lease payments
- Documentation of auto insurance costs

If you are deducting travel expenses:

- Documentation of plane, train or car rental costs
- Receipts for hotel costs, including tips, meals, dry cleaning/laundry and phone bills at the hotel

- Receipts for meals outside the hotel
- Receipts for startup-related research and marketing (if you started your business in the calendar year for which you're filing taxes)
- Receipts for business gifts (The cost of engraving, packaging, insuring and mailing gifts is not deductible.)
- Receipts for entertainment expenses such as meals and event tickets
- Receipts for both cash and non-cash charitable contributions your business made
- Receipts for expenses associated with business-related education such as online courses, college courses, books, workshops or subscriptions to industry publications
- Receipts for industry or professional association membership dues
- Receipts for any licensing, certification or registrations your business is required to maintain
- Receipts for business equipment or property purchased in the year for which you're filing taxes

If you plan to take the home office deduction:

- Receipts for home maintenance, repairs and improvements
- Utility bills
- Mortgage statements
- Form 1098 (mortgage interest paid)
- Receipts for rent

ADDITIONAL DOCUMENTATION

The following documents may also be helpful in preparing your taxes:

- Business bank statements
- Business credit card statements
- Last year's tax return

Any financial reports requested by your tax preparer. These may include:

- Accounts Receivable and Accounts Payable summaries
- Balance sheet
- Profit & loss statement

NOTES:
