

DAY CARE SELF EMPLOYMENT TAX ORGANIZER TAX YEAR 2022

PREPARE
PROSPER ⁺

The Day Care Self-Employment Tax Organizer (SETO) is a tool to record your income and expenses from self-employment. The Day Care SETO collects the information needed to prepare Schedule C, which is used to report your day care income and expenses on your tax return. Fill out each section of the SETO that is relevant to your business. Not all sections will apply to you.

BASIC INFORMATION

Your name _____

Day care name
(If no separate name, leave blank.) _____

Business address
(If no separate address, leave blank.) _____

Business start date
(month/day/year) _____

INCOME FROM DAY CARE

Forms 1099-NEC
(Enter the total for all forms received.) \$ _____

Forms 1099-K
(Enter the total for all forms received.) \$ _____

Total cash, checks, and credit card payments paid to you
(Include tips in this amount.) \$ _____

Other self-employment income (e.g.: include Child and Adult Food
Program reimbursements here if not reported on Form 1099) \$ _____

Total income from self-employment \$ _____

ESTIMATED TAX PAYMENTS

Did you make estimated payments to the IRS or Minnesota
Department of Revenue in 2022 for tax year 2022? YES NO

If you made estimated payments, how much did you pay?

To the IRS April \$ _____ June \$ _____ Sept \$ _____ Jan \$ _____

To Minnesota April \$ _____ June \$ _____ Sept \$ _____ Jan \$ _____

EXPENSES

Advertising	\$ _____	Office supplies (paper, toner, etc.)	\$ _____
Contract labor	\$ _____	Rent or lease of equipment	\$ _____
Commissions & fees	\$ _____	Rent of workspace/property	\$ _____
Health insurance premiums	\$ _____	Repairs & maintenance on equipment	\$ _____
Day care liability insurance	\$ _____	Other supplies	\$ _____
Interest - paid on a business loan or business credit card	\$ _____	Day care license and inspection fees	\$ _____
Legal & professional services	\$ _____	Business travel (airfare, hotel, etc.)	\$ _____

EXPENSES: STANDARD MEAL & SNACK RATE 2022

You can use actual expenses for food purchased and served to eligible children or you can use the **Standard Meal & Snack Rate** using the chart below. **Eligible children** are minor children receiving family day care in the home. You **cannot** deduct the cost of food consumed by you, your family, or children who live in the home.

To use the Standard Meal & Snack Rate you don't need receipts for purchases. Calculate the days and hours that eligible children attended your day care using attendance records. Use attendance details to calculate how many meals and snacks were consumed.

Child 1 Bkfst ____ X \$1.66 = ____ Snack ____ X \$.97 = ____ Lunch ____ X \$3.04 = ____ Snack ____ X \$.97 = ____ Dinner ____ X \$3.04 = ____	Child 2 Bkfst ____ X \$1.66 = ____ Snack ____ X \$.97 = ____ Lunch ____ X \$3.04 = ____ Snack ____ X \$.97 = ____ Dinner ____ X \$3.04 = ____	Child 3 Bkfst ____ X \$1.66 = ____ Snack ____ X \$.97 = ____ Lunch ____ X \$3.04 = ____ Snack ____ X \$.97 = ____ Dinner ____ X \$3.04 = ____
Child 4 Bkfst ____ X \$1.66 = ____ Snack ____ X \$.97 = ____ Lunch ____ X \$3.04 = ____ Snack ____ X \$.97 = ____ Dinner ____ X \$3.04 = ____	Child 5 Bkfst ____ X \$1.66 = ____ Snack ____ X \$.97 = ____ Lunch ____ X \$3.04 = ____ Snack ____ X \$.97 = ____ Dinner ____ X \$3.04 = ____	Child 6 Bkfst ____ X \$1.66 = ____ Snack ____ X \$.97 = ____ Lunch ____ X \$3.04 = ____ Snack ____ X \$.97 = ____ Dinner ____ X \$3.04 = ____
Child 7 Bkfst ____ X \$1.66 = ____ Snack ____ X \$.97 = ____ Lunch ____ X \$3.04 = ____ Snack ____ X \$.97 = ____ Dinner ____ X \$3.04 = ____	Child 8 Bkfst ____ X \$1.66 = ____ Snack ____ X \$.97 = ____ Lunch ____ X \$3.04 = ____ Snack ____ X \$.97 = ____ Dinner ____ X \$3.04 = ____	Child 9 Bkfst ____ X \$1.66 = ____ Snack ____ X \$.97 = ____ Lunch ____ X \$3.04 = ____ Snack ____ X \$.97 = ____ Dinner ____ X \$3.04 = ____

Total Standard Meal & Snack Rate deduction: \$ _____

UTILITY EXPENSES

If you used your cell phone for business:

1. What was the annual cost for your cell phone? \$ _____
2. What percentage of the time was your cell phone used for business? _____%

Expense amount \$ _____

If you paid for internet for your business:

1. What was the annual cost for your internet? \$ _____
2. What percentage of the time was your internet used for business? _____%

Expense amount \$ _____

Other business utility costs \$ _____

OTHER EXPENSES

Professional education (CPR, First Aid, etc.) \$ _____	Child activity items (toys, books, videos, art supplies, etc.) \$ _____
Day care supplies (bibs, diapers, etc.) \$ _____	Dues or publications for professional organizations \$ _____
Child safety equipment \$ _____	Gifts to children (\$25 limit per child) \$ _____
Field trips \$ _____	Day care furniture \$ _____
Other: _____ \$ _____	Other: _____ \$ _____

MAJOR DAY CARE PURCHASES

Item	Date of purchase (month/day/year)	Cost	Day care use percentage
	/ /	\$	%
	/ /	\$	%

DAY CARE VEHICLE INFORMATION

What date was your vehicle first used for business? (month/day/year) _____

What is the make and model of your vehicle? (e.g.: Kia Sol or Ford F-150) _____

List your mileage in 2022. There are two different mileage rates for 2022.

Business miles: _____ Personal miles: _____ Jan. 1 to June 30, 2022

Business miles: _____ Personal miles: _____ July 1 to Dec. 31, 2022

Miles driven for the day care. Miles driven unrelated to the day care.

Do you (or your spouse) have another vehicle available for personal use? YES NO

Was your vehicle available for personal use during off-duty hours? YES NO

Do you have evidence to support your deduction? YES NO

If yes, is the evidence in writing? YES NO
(e.g.: mileage log or app for tracking mileage)

USE OF THE HOME FOR DAY CARE

Daily start and end time of day care operations _____ AM to _____ PM

Area used for day care operations Square feet: _____

Total area of the house or apartment Square feet: _____

Mortgage interest (homeowners) \$ _____

Real estate taxes (homeowners) \$ _____

Renter or homeowner insurance premiums \$ _____

Rent \$ _____

Repairs & maintenance \$ _____

Utilities (e.g.: gas, electric, water, sewer, garbage) \$ _____

Homeowners only:

A) What was the purchase price of the home? \$ _____

B) What date was the home first used for business?
(month/day/year) _____/_____/_____