

TAXPAYER NAME	TAXPAYER SSN or FEIN

STATEMENT	STATEMENT IN SUPPORT OF	TAX YEAR
<b>OIN-3</b>	<b>DAYCARE – OFFICE IN HOME</b>	

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

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

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

VEHICLE MILEAGE	VEHICLE 1	VEHICLE 2
<b>TOTAL VEHICLE MILES</b>		
<b>DAYCARE MILES</b> Trips to Schools, Field Trips, Shopping for		
<b>EDUCATION MILES</b> Miles for Education and Training Purposes		
<b>MEETINGS MILES</b> Miles for Business Meetings, Seminars, etc.		
<b>BANK/ SHOPPING MILES</b> 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
<b>MORTGAGE INTEREST</b> Home Owners Only	
<b>PROPERTY TAXES</b> Home Owners Only	
<b>INSURANCE</b> Home Owners Policy, Renters Insurance, Liability or Fire	
<b>RENTAL PAYMENTS</b> If Renting House or Apartment	
<b>ELECTRIC</b>	
<b>GAS</b>	
<b>WATER/SEWER/GARBAGE</b>	
<b>TRASH HAULING</b> Dump Fees: List Mileage on Vehicle	
<b>TELEPHONE</b> Amounts Over Base Service Rate	
<b>CABLE SERVICE</b> Basic Cable Expense	
<b>MAINTENANCE</b> Painting, Minor Repairs, NOT Direct Daycare Damage	
<b>LAWN &amp; GARDEN</b> Lawn Service, Seed, Fertilizer	

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

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

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

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

DAYCARE MEALS SERVED	QTY	RATE	AMOUNT
<b>BREAKFAST</b>			
<b>MORNING SNACK</b>			
<b>LUNCH</b>			
<b>AFTERNOON SNACK</b>			
<b>DINNER</b>			