

# Tax Filing Document Checklist – Cleaning & Janitorial Services

## ☐ 1. Personal Information

- Social Security Number (SSN) or ITIN
  - Government-issued ID (Driver's License or Passport)
  - Last year's tax return (if available)
  - Spouse/dependent info (if filing jointly or claiming dependents)
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## ☐ 2. Income Documents

- **Form 1099-NEC / 1099-MISC** – from property managers, cleaning agencies, or commercial clients
  - **Form 1099-K** – for payments received via PayPal, Cash App, Venmo, etc.
  - Invoices or receipts from clients (including cash jobs)
  - Bank statements showing income deposits
  - Contracts or agreements for cleaning services
  - Platform payout reports (e.g., Turno, TaskRabbit, Handy, etc.)
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## ☐ 3. Deductible Business Expenses (if self-employed)

Expenses must be **ordinary and necessary** for your cleaning business. Save receipts and logs.

- Cleaning supplies (detergents, disinfectants, gloves, paper towels)
  - Cleaning equipment (vacuums, mops, steamers)
  - Uniforms or work clothing (if branded or protective)
  - Laundry costs for reusable rags and uniforms
  - Transportation (mileage, gas, car maintenance for business use)
  - Parking, tolls, and public transportation (related to work)
  - Advertising (flyers, online ads, business cards)
  - Cell phone (portion used for business calls and scheduling)
  - Scheduling or accounting software (e.g., QuickBooks, Calendly)
  - Business insurance or bonding costs
  - Business license or permits
  - Subcontractor or assistant payments
  - Training or certifications (e.g., OSHA, biohazard cleaning)
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## ☐ 4. Home Office (if applicable)

- Rent/utilities portion for business space
  - Internet/phone bills (business share)
  - Office supplies (printer, paper, ink)
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## □ 5. Tax Deductions & Credits

- Health insurance (if self-employed)
  - IRA contributions (retirement savings)
  - Charitable donations (if itemizing)
  - Tax preparer or accountant fees
  - Education expenses (for business training or licenses)
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## □ 6. Banking & Refund Info

- Bank account & routing number (for direct deposit of tax refund)
- Digital payment records (Zelle, Stripe, Square)

