

# GIG ECONOMY ANNUAL TAX RETURN CHECKLIST

---

## General Information

---

Taxpayer Name

Tax Year

Social Security Number / ITIN

Employer Identification Number (EIN) - If applicable

Principal Business Activity / Gig Type

## 1. Income Documentation

---

### Form 1099-NEC (Nonemployee Compensation)

Gather forms from all platforms or clients who paid you \$600 or more.

### Form 1099-K (Payment Card and Third Party Network Transactions)

Gather forms from payment processors or platforms (e.g., Uber, Lyft, Etsy, PayPal, Stripe).

### Form 1099-MISC (Miscellaneous Income)

Gather forms for other rental income, prizes, or awards received through gig platforms.

### Gross Receipts / Cash Income Records

Log book, spreadsheet, or bank statements showing income not reported on 1099 forms (tips, direct cash payments).

## 2. Deductible Business Expenses

---

### Vehicle Expenses (Standard Mileage Method)

Log of total business miles driven, date of trips, destination, and business purpose.

### Vehicle Expenses (Actual Expense Method)

Receipts for gas, oil changes, repairs, insurance, registration fees, and vehicle depreciation.

### Home Office Deduction

Square footage of the dedicated workspace, total square footage of home, and utility bills (internet, electricity, gas).

### Communications & Technology

Cell phone bills (percentage used for business), software subscriptions, platform fees, and internet service.

### Supplies & Equipment

Receipts for purchasing assets (computers, delivery bags, tools, safety gear, office supplies).



### Fees, Commissions, & Interest

Platform service fees, transaction fees, business loan interest, or credit card interest for business purchases.



### Health Insurance & Retirement

Self-employed health insurance premiums paid, contributions to SEP-IRA, SIMPLE IRA, or Solo 401(k).

## 3. Quarterly Estimated Tax Payments

Quarter	Due Date	Date Paid	Amount Paid
Q1 (Jan 1 - Mar 31)	April 15		
Q2 (Apr 1 - May 31)	June 15		
Q3 (Jun 1 - Aug 31)	September 15		
Q4 (Sep 1 - Dec 31)	January 15 (Following Year)		

## 4. Additional Tax Documents



### Prior Year Tax Return

Copy of the previous year's federal and state tax returns (especially Schedule C and Schedule SE).



### State and Local Tax Documents

State business license fees, local business tax receipts, or sales tax returns filed during the year.