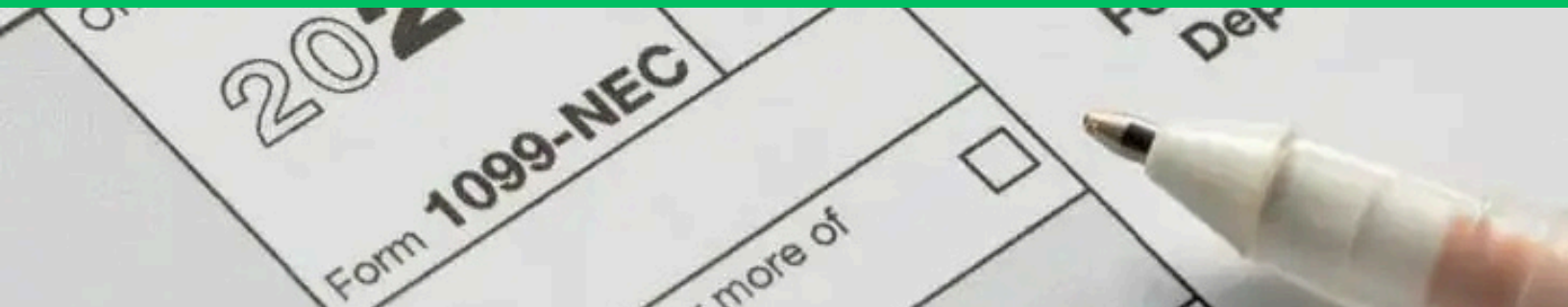


# Tax Readiness Checklist 1099-NEC Independent Contractors

For freelancers, gig workers, and  
self-employed individuals receiving  
1099-NEC income



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Have questions?

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Give us a call at (323) 629-7550

Mon-Fri 10 a.m. to 7 p.m. PT

Sat 11 a.m. to 4 p.m. PT

or email

[support@greenlotusbs.com](mailto:support@greenlotusbs.com)



## **Personal Information**

- ☐ Full legal name, Social Security Number (SSN), or ITIN
- ☐ Date of birth and current address
- ☐ Driver's license or state ID
- ☐ A copy of last year's tax return (if available)



## **Income Documents**

- ☐ All 1099-NEC forms from clients
- ☐ 1099-K (if received payments via platforms like PayPal, Stripe, Cash App)
- ☐ Any additional income (cash, checks, or unreported payments)
- ☐ 1099-INT (Interest Income) or 1099-DIV (Dividends) if applicable
- ☐ Records of unemployment income (1099-G)



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## **Business Expenses (Deductions)**

- ☐ Mileage log for business-related travel
- ☐ Home office expenses (if applicable)
- ☐ Phone and internet bills (portion used for business)
- ☐ Office supplies and software subscriptions
- ☐ Advertising and marketing costs (social media ads, business cards, etc.)
- ☐ Business-related meals and travel expenses
- ☐ Equipment and tools used for work
- ☐ Insurance (liability, health, and business insurance)
- ☐ Legal or professional fees (lawyer, accountant, etc.)



## **Tax Payments & Other Information**

- ☐ Estimated tax payments made to the IRS or state
  - ☐ Direct deposit information (Bank name, routing number, account number)
  - ☐ Any IRS or state tax agency notices
-  **Tip:** Keep track of your expenses throughout the year to maximize deductions and reduce your tax liability.



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