

Etsy maker's tax checklist: shop, materials and studio

Fill in one copy per shop and tax year. Count the shelves before you start, since both inventory lines depend on it, and mark "n/a" for anything the shop does not do.

Client or engagement

Sales forms and Etsy reports

- ☐ Form 1099-K from Etsy
From your Etsy account; check the tax year
- ☐ Forms 1099-K from a card reader, PayPal or a website checkout
For sales made outside Etsy; card processors report any amount
- ☐ Orders and sold items CSV export
January to December: sales, shipping charged, refunds, sales tax
- ☐ Monthly Etsy shop statements
Listing, transaction, processing, ad and subscription fees
- ☐ Bank statements for the shop deposits
Every month, ideally a separate account
- ☐ Craft fair and in-person sales log
Date, event, cash and card totals

Materials and inventory

- ☐ Inventory count at cost, start of year
Materials, work in process and finished pieces
- ☐ Inventory count at cost, end of year
Same method as the opening count
- ☐ Receipts for materials and supplies
Fabric, beads, clay, wood, paper, findings
- ☐ Packaging and shipping supply receipts
Boxes, mailers, tissue, labels
- ☐ Shipping label history and outside postage receipts
Labels bought on Etsy and at the post office

Equipment, studio and running costs

- ☐ Equipment invoices with first-use dates
Sewing machine, kiln, printer, camera, cutting machine
- ☐ Software and subscription receipts
Design, photo editing, bookkeeping

- ☐ Studio or storage square feet, and total home square feet
Space used regularly for the shop, with a photo
- ☐ Home costs for the studio share
Rent or mortgage interest, utilities, insurance
- ☐ Craft fair booth fees and travel log
Fees, miles to fairs and suppliers
- ☐ Forms 1099-NEC you issued to helpers, with their W-9s
Only if you paid contractors

Taxes and prior year

- ☐ Estimated tax payment confirmations
Dates and amounts
- ☐ State sales tax permit and returns for off-Etsy sales
Fairs and your own website
- ☐ Last year's return with Schedule C
Closing inventory and equipment history