

Contractor income match and deduction file

Start with the client list for the tax year, then tick each form and record as it goes in the folder. Write "no form" next to a client who sent none, and keep their invoices instead.

Client or engagement

Client forms and income

- ☐ Client list with the amount each paid you
Built from invoices for the full tax year
- ☐ Every Form 1099-NEC received
2025: clients at \$600 or more; 2026: clients at \$2,000 or more
- ☐ Form 1099-K from each card processor
Sent for any amount of card payments
- ☐ Form 1099-K from each payment app or marketplace
Mark payments that also appear on a 1099-NEC
- ☐ Form 1099-MISC for rents, prizes or royalties
Only if a client paid you something other than fees
- ☐ Corrected forms requested or received
With your note of what was wrong on the first copy

Deposits, invoices and rebilled costs

- ☐ Invoices you issued
All of them, numbered, for the year
- ☐ Bank statements for the account clients pay into
Every month, to match against forms and invoices
- ☐ Expense reports sent to clients, with receipts
Travel and meals billed back, and what each client repaid
- ☐ Signed contracts or statements of work
Each one in force during the year, with any retainer terms

Work costs

- ☐ Receipts for gear, tools, laptop or phone
With the purchase date and business-use share
- ☐ Software subscriptions and professional dues
Annual or monthly invoices
- ☐ Business credit card statements
Every month, personal charges marked

- ☐ Mileage log for trips to client sites
Date, place, purpose, miles; no commuting
- ☐ Liability or E&O insurance premium invoices
For the policy year
- ☐ Form W-9 from each helper you paid, and the forms you sent them
Only if you hired your own subcontractors

QBI, payments and prior year

- ☐ Spouse's income forms, on a joint return
Needed to test taxable income against the QBI threshold
- ☐ Last year's Form 8995 or 8995-A
Shows any QBI loss carried forward
- ☐ Last year's Form 4562
Depreciation already taken on gear and vehicles
- ☐ Estimated tax payment confirmations
Federal and state, date and amount of each
- ☐ SEP-IRA or solo 401(k) contribution statement
Contributions made for the tax year
- ☐ Last year's tax return
Full copy, with Schedule C and Schedule SE