

Instacart shopper checklist: batch pay, tips and miles

Use one copy per shopper and year. First mark whether the shopper worked as a contractor, an employee or both, since the employee lines and the contractor lines rarely overlap.

Client or engagement

Pay forms and earnings

- ☐ Form 1099-NEC for contractor shopping
Shopper app tax or earnings area; check the year
- ☐ Form W-2 for payroll shopping
Only if you worked shifts as an employee
- ☐ Final pay stub of the year, for payroll shoppers
Matches the W-2 totals and shows tips paid through payroll
- ☐ Batch earnings history for the full year
Batch pay, tips, bonuses and adjustments
- ☐ Bank statements with shopper payouts and instant cashouts
All months; not the order card

Batch miles and car

- ☐ Mileage log by batch
Store, drop-off area, miles; 2026 split at July 1
- ☐ Odometer readings at the start and end of the year
And the date the car was first used for batches
- ☐ Store parking, garage and toll receipts
Paid during batches; tickets do not count
- ☐ Car loan year-end statement
Interest paid during the year
- ☐ Gas, repair and insurance receipts
Only for actual costs instead of the rate

Shopping gear

- ☐ Cooler and thermal bag receipts
Date and price
- ☐ Folding cart or hand truck receipt
Bought for heavy orders
- ☐ Phone mount, charger and phone plan share
Receipts and the yearly plan cost

Taxes paid and other income

- ☐ Estimated tax payment confirmations
Contractor shoppers only; dates and amounts, federal and state
- ☐ Forms from other apps in the same year
DoorDash, Spark, Amazon Flex; one log for all miles
- ☐ Form 1095-A, if insured through the marketplace
For the premium tax credit and health insurance deduction
- ☐ Last year's tax return
Carryovers and the car's history