



Six Figure Faith

VIRTUAL ASSISTING

What Should I keep for Taxes?

- Copy of your payments clients made to you
(if you use paypal you can print off a month by Month of your payments)
Some clients might sent you a 1099, some might not
- Internet Bills + % of usage for your business
- Proof of Health insurance (needed in 2017- beyond- not sure)
- Household electric Bill + % usage for your business
- Copy of receipts for any products bought specifically for your business
 - Advertising costs (business cards, facebook ads, fliers, etc)
 - Software used (virus protection, microsoft office, photoshop, etc)
 - Website Hosting/Domain registration
 - Computer/laptop/tablet
 - Any classes taken towards bettering your services/business
- Measurement of your home/office to calculate how much percentage your office takes up
- Phone/cell phone bill + % of usage for your business

And anything else normally pertaining to your taxes.