

Self-Employed & 1099 Tax Checklist

For freelancers, contractors, consultants, creators and independent professionals.

Income

- ☐ List every business/client income source
- ☐ Collect 1099-NEC/1099-MISC/1099-K forms
- ☐ Reconcile 1099s to books and bank activity
- ☐ Include cash/check/card/ACH receipts
- ☐ Track refunds and platform fees

Expenses

- ☐ Advertising
- ☐ Software/subscriptions
- ☐ Professional fees
- ☐ Office/equipment
- ☐ Insurance
- ☐ Contract labor
- ☐ Travel/meals where applicable
- ☐ Vehicle/mileage
- ☐ Home office where applicable
- ☐ Bank/payment fees

Tax Planning

- ☐ Review federal estimated tax
- ☐ Review state estimated tax
- ☐ Compare current year to prior year
- ☐ Set aside tax reserves
- ☐ Review retirement contributions
- ☐ Consider entity structure review

Contractor Compliance

- ☐ Provide W-9 when requested
- ☐ Retain W-9 information
- ☐ Review 1099-NEC/1099-MISC requirements

[] Do not assume only 1099 income is taxable

Important Notice

Educational use only. This material is not individualized tax, legal, accounting, or financial advice and does not create an engagement. Tax rules, forms, deadlines, and state/local requirements can change. Verify current requirements before filing or making decisions.

Primary References

[IRS — Independent Contractors](#)

[IRS Publication 505](#)