



# The 10 minute Photographer Tax Checklist

## INCOME TRACKING

- Are all session payments recorded?
- Are retainers recorded properly (as a liability)?
- Are you tracking payment processor fees?
- Does your income match deposits?

## EXPENSES TO ACCOUNT FOR

- Editing Software
- Online Gallery fees
- Website Hosting
- Props and Styling
- Travel Mileage
- Second Shooters
- Equipment purchases
- Cloud Storage
- Client Gifts
- Continuing Education

## QUARTLY TAXES

- Do you know your profit
- Are you setting aside 25%-30%
- Are you paying estimated taxes?

## SEPERATE PERSONAL & BUSINESS

- Do you have a separate business bank account?
- Separate credit card?
- No Venmo/Paypal mixed with personal?

## SALES TAX

(IF YOU SELL PRODUCT)

- Are you charging sales tax on products (prints, photo books, wall art?)
- Are you tracking it separately?
- Are you remitting it properly?

## RECONCILLIATION CHECK

- Is your bookkeeping up to date?
- Have you reconciled your bank account monthly?
- Are all transactions categorized?



**If you're reading this and realizing your books or tracking system feels messy, that's normal.**  
**I help creative business owners clean up and simplify their finances so tax season isn't stressful.**  
**Feel free to reach out if you want help. - Wendy :)**