

Self-Assessing Taxes Online



DECAL
Thriving Child Care
Business Academy

Learn how to evaluate your taxes with the Confidence in Quality Tax Rubric App

Assessing your taxes can feel intimidating, but there are tools available to make the process easier. This online tool, which is geared specifically towards child care businesses, is something that can be completed with confidence and in a short amount of time.

The Confidence in Quality Tax Rubric App was developed to allow child care business owners to evaluate their own federal tax returns for consistency with best practices for their program type. The app provides child care businesses with a personalized review of their potential tax risks and opportunities summarized in a downloadable report that is easy for both you and your tax preparer to understand. This resource will help walk you through the process of using the Confidence in Tax Quality App to simplify your tax preparation this coming tax season.

This tool was developed with the generous funding and support from the Wisconsin Early Childhood Association (WECA) through the Wisconsin Department of Children and Families.

The Confidence in Quality Tax Rubric App

Getting Started

Here's what you will need in order to begin:

1. Your Schedule C of your Form 1040 from your latest completed tax return.
2. 15 minutes

What is a 1040 Schedule C? Let's take a look at what the Form 1040 Schedule C looks like:

SCHEDULE C (Form 1040) Profit or Loss From Business (Sole Proprietorship)

OMB No. 1545-0074
2022
Attachment Sequence No. **09**

Department of the Treasury Internal Revenue Service
Go to www.irs.gov/ScheduleC for instructions and the latest information.
Attach to Form 1040, 1040-SR, 1040-NR, or 1041; partnerships must generally file Form 1065.

Name of proprietor _____ Social security number (SSN) _____

A Principal business or profession, including product or service (see instructions) _____ **B** Enter code from instructions _____

C Business name. If no separate business name, leave blank. _____ **D** Employer ID number (EIN) (see instr.) _____

E Business address (including suite or room no.) _____
City, town or post office, state, and ZIP code _____

F Accounting method: (1) Cash (2) Accrual (3) Other (specify) _____

G Did you "materially participate" in the operation of this business during 2022? If "No," see instructions for limit on losses Yes No

H If you started or acquired this business during 2022, check here Yes No

I Did you make any payments in 2022 that would require you to file Form(s) 1099? See instructions Yes No

J If "Yes," did you or will you file required Form(s) 1099? Yes No

Part I Income

1	Gross receipts or sales. See instructions for line 1 and check the box if this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked	1	
2	Returns and allowances	2	
3	Subtract line 2 from line 1	3	
4	Cost of goods sold (from line 42)	4	
5	Gross profit. Subtract line 4 from line 3	5	
6	Other income, including federal and state gasoline or fuel tax credit or refund (see instructions)	6	
7	Gross income. Add lines 5 and 6	7	

Top half of a Schedule C (Form 1040), page 1

Using the App

Now that you have your Schedule C, you're ready to begin! The app will ask you to accept the user agreement and confirm your type of business before taking you through a series of questions based on your tax form. The entire process can be completed in 5 simple steps.*

**This online tool does not retain or share any of the data you enter. All information provided is used for evaluation purposes only and deleted upon completion of the process.*

Step 1: [Visit the Confidence in Quality Tax Rubric App Site](#)

The app can be accessed by clicking the link above or copying and pasting <https://civitas-rubric-eng.glideapp.io/dl/d0a5f4?full=t> into your laptop, desktop, phone, or tablet browser search bar.

Step 2: Answer the Questions that Appear on Each Page

Proceed through the site's prompts by answering "Yes" or "No" questions. Answers to each question are dependent on if you have information entered in the relevant line.

Examples could include:

Does LINE 1 Gross Receipts include all your revenue earned for the year, such as all parent fees paid, subsidy revenue, Child and Adult Care Food Program (CACFP), cash, checks, and cash app payments?

Yes

No

1 Gross receipts or sales. See instructions for line 1 and check the box if this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked | 1

Do you have money reported on LINE 21 - Repairs & Maintenance?

Yes No

21 Repairs and maintenance 21

Step 3: Check for Common Errors

Answer the final general questions to check for common errors.

Step 4: Enter Your Email Address

Insert your email address in the submission box.

Step 5: Hit Submit and Check Your Inbox for Your Report

That's it, you're done! If you have not received your report after 15 minutes, be sure to look in your spam folder.

This online tool does not retain or share any of your data or results. All information provided is used for evaluation purposes only and is deleted upon completion of the process. Your email address will only be used to send you a copy of your personalized report.

More Tax Resources:

- [Tax Credits for Child Care Business](#)
- [How Can I Make Health Expenses Tax Deductible?](#)
- [Tax Considerations for Selling Your Home](#)
- [Tax Credit for Employer-Provider Child Care Facilities and Services](#)

Additional Resources

If you have questions or need help, assistance is available.

[GaPDS Website](#)

[DECAL Thriving Child Care Business Academy Website](#)

[Georgia Licensing Rules and Regulations](#)

To Find Other Study Guides: Click on [Resources](#) on the Academy home page

To Find Training: Click on [Trainings](#) on the Academy home page

To Register for Training: Click on [Schedules & Registration](#) on the Academy home page

To Sign Up for Study Groups: Fill out the [Intake Assessment](#)

For questions about coaching or study groups: Email GAcoaching@civstrat.com

To Find Other ECE Resources: Visit the [DECAL Website](#)

For General Questions about the Academy: Email thriving@decals.ga.gov

For More Information:

[Family Child Care Learning Home Rules and Regulations](#)

[Child Care Learning Center Rules and Regulations](#)