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| WIRS | | | | | | | | | | |
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| Manage Taxes for Your Gig Work | | | | | | | | | | |

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You must file a tax return if you earn income from gig economy activities, even if it's a side job, part-time, or temporary work.

Most gig workers pay <u>self-employment tax</u>. This is because they are considered independent contractors, not employees. If you are unsure, <u>check your status</u>.

What To Do

Here's how to manage taxes for your gig work:

> Prepare for Filing
 > Pay Quarterly Estimated Taxes
 > File an Annual Tax Return

Help

- Respond to an IRS Notice or Letter
- Understand Your 1099-K
- Independent Contractor or Employee?

Estimated Tax Due Dates

Estimated tax is how you pay tax since you don't have an employer withholding tax for you. You may have to pay a penalty if you don't pay enough tax.

April 15
June 17
September 15
January 15

Make a Payment

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Most gig workers pay <u>self-employment tax</u>. This is because they are considered independent contractors, not employees. If you are unsure, <u>check your status</u>.

What To Do

Here's how to manage taxes for your gig work:

Prepare for Filing

Gather your records — Collect your records and receipts during the year.

Recordkeeping can help you track your income, deduct expenses and complete your tax return.

NOTE: Many payers do not send form 1099. However, the income your earn is still taxable. Keep receipts of your income and sales.

Collect income forms - The businesses you work with will probably send a form to the IRS to report payments made to you. You should receive a copy of the forms by January 31. Collect any forms you received for your work including:

- Form 1099-MISC, Miscellaneous Income
- Form 1099-K, Payment Card and Third Party Network Transactions
- Form W-2, Wage and Income Statement

Add your deductible expenses — You can reduce your tax liability by <u>deducting</u> <u>expenses</u>. For more information, see:

- Publication 463, Travel, Entertainment, Gift, and Car Expenses
- Publication 535, Business Expenses
- Publication 587, Business Use of Your Home

See also:

- Publication 334, Tax Guide for Small Business
- Publication 583, Starting a Business and Keeping Records

∨ Pay Quarterly Estimated Taxes

Estimated tax is how you pay tax since you don't have an employer withholding tax for you. You may owe a penalty if you don't pay enough tax.

When to pay — Estimated tax payments are due in four quarterly installments:

- April 15 (for payment period Jan 1–Mar 31)
- June 17 (for payment period Apr 1–May 31)
- September 16 (for payment period June 1–Aug. 31)
- January 15 (for payment period Sept. 1–Dec. 31)

How to pay — Pay online or by mail or phone (see Form 1040-ES below).

How to estimate — Use one of these forms to figure your estimated taxes:

- Form 1040-ES, Estimated Taxes for Individuals (PDF) or
- Form 1040-ES (NR), U.S. Estimated Tax for Nonresident Alien Individuals (PDF)

NOTE: Do you work as an employee in one job and do gig work on the side? You can often avoid making estimated tax payments by withholding more tax from your paycheck. Fill out a new <u>Form W-4</u> and give it to your employer.

See also:

• Publication 505, Tax Withholding and Estimated Tax

✓ File an Annual Tax Return

To file your tax return as a self-employed individual:

Get instructions — Find out how to complete tax forms and report income and expenses for certain kinds of gig work:

- Instructions for Form 1040
- Publication 334, Tax Guide for Small Business (For Individuals Who Use Schedule C or C-EZ)
- Publication 527, Residential Rental Property (Including Rental of Vacation Homes)
- Publication 587, Business Use of Your Home

Complete your tax return — Use the records you gathered (see Prepare to File above) to fill out these forms:

- Form 1040, U.S. Individual Income Tax Return
- Schedule SE (Form 1040), Self-Employment Tax
- And either:
 - Schedule C (Form 1040), Profit or Loss from Business (Sole Proprietorship) or
 - Schedule C-EZ (Form 1040), Net Profit from Business (Sole Proprietorship)

File your tax return — Choose a filing option:

- <u>IRS Free File</u> Use free tax prep software or fillable forms based on your income.
- <u>Volunteer Income Tax Assistance site</u> Get free, in-person filing help near you.
- <u>Authorized e-file provider</u> Search the list of tax professionals approved by the IRS for e-filing.
- <u>File by mail</u> Find addresses by state to mail your tax return.

Help

- Respond to an IRS Notice or Letter
- Understand Your 1099-K
- Independent Contractor or

Employee?

Estimated Tax Due Dates

Pay quarterly <u>estimated taxes</u> by the due dates to avoid a penalty:

- April 15June 17
- September 15
- January 15

Make a Payment

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