

Service Receipt Requirements According to IRS

To comply with the IRS, a **service receipt** must include the date, description of services performed, and the total amount charged. It should also contain the service provider's name and contact information, ensuring proper documentation for tax purposes. Keeping accurate records helps in case of audits and supports legitimate business deductions.

Key Elements Required on a Service Receipt

- **Date** of the service
- **Description** of services performed
- **Total amount charged**
- **Service provider's name**
- **Service provider's contact information**

Maintaining thorough and accurate service receipts is crucial for substantiating your expenses to the IRS, especially in the event of an audit.