

Mary Kay Tax Information

Total sales (retail) for the year _____

Refunds (Only include money actually refunded, not exchanges) _____

Other income: Car, prizes, commissions from Mary Kay (please
Send Income Advisory Statement) _____

Other prizes and income _____

Advertising (Preferred customer program, ads, website) _____

Bad debts (uncollectible balances from customers already counted
in sales) _____

Car and truck expenses	Vehicle 1	Vehicle 2
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Date started using for business	_____	_____
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Business miles January 1-Dec 31	_____	_____
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Commuting miles	_____	_____
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Total miles	_____	_____
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Parking and tolls for business _____

If using actual expense method:

Gas and oil _____

Repairs and maintenance _____

Auto insurance _____

Auto club fees _____

Car washes _____

Interest on car loan _____

Commissions (dovetails paid to other Consultants) _____

Business assets (such as computer, copier)

	Asset 1	Asset 2
Name of asset	_____	_____
Date purchased	_____	_____
Amount paid for asset (including tax)	_____	_____
Percent used for business	_____	_____
Insurance (inventory loss insurance, liability insurance)		_____
Interest (business credit card interest, inventory loan interest)		_____
Legal and professional (Business tax preparation, Hitt Record Keeping System, secretarial services (if not an employee), photo shoots/film developing, legal fees, uniform dry cleaning)		_____
Office expense (Postage, UPS, office supplies, business cards, photocopies)		_____
Rent or lease: vehicles, machinery or equipment		_____
Rent or lease: office space/meeting room		_____
Repairs and maintenance (repairs/maintenance for office equipment)		_____
Supplies (Section 2, showcase, wash clothes, cotton balls, audio and video tapes, film, supplies for holiday sales, other misc. supplies)		_____
Taxes (non-recovered sales tax on demonstration and promotional products, payroll taxes if you have employees)		_____
Travel (air travel, taxi, bus, lodging, gratuities)		_____
Meals (when away from home overnight or for business meetings)		_____
Phone (long distance calls, additional business features, second business line)		_____
Wages (W-2 wages paid to employees)		_____
Bank service charges (credit card processing fees, business checking and savings account fees, printing business checks)		_____
Continuing Education (weekly business meeting fees, workshops, seminar and career conference registration fees)		_____
Incentives (prizes) for unit		_____

Internet and software _____

Product used for personal (wholesale amount) _____

Inventory at beginning of year (wholesale amount) _____

Inventory at end of year (wholesale amount) _____

Purchases of product from company or other sources (wholesale) _____

Shipping costs for product purchases _____

Any other expense (please specify) _____

Office in the Home Deduction

Mortgage interest (only include interest from mortgages that were used to purchase, build, or improve the home) _____

Real estate taxes _____

Home owners (or renters) insurance _____

Repairs and maintenance for entire home _____

Repairs and maintenance for office area _____

Utilities: Gas and electric _____

 Water and sewer _____

Rent (if living in apartment or rented home) _____

Home's adjusted basis _____

Value of land _____

Date home first used for office in home _____

Square feet of entire home _____

Square feet of office area _____

Please contact me if you have any questions filling out this form.