

Business Tax Deductions

Year _____

Cost of Goods Sold	
Inventory at Beginning of Year (at cost + tax)	
Sect.1 Purchases (at cost including tax)	
Less Personal Use products (at cost + tax)	
Freight/Shipping for product purchases	
Ending Inventory (at cost including tax)	

Income	
Personal Sales (total collected from customer)	
Company Prizes (Star consultant gifts)	
Commissions received	
Total Income	

Depreciation	
Items that will last more than 3 yrs like furniture or computers	
Item Name	
Cost or Basis	
Month purchased or first used	

Vehicle -Standard Mileage	
Miles for business use	
Miles for personal use	
Date vehicle placed in service for business	
Parking Fees/Toll roads/Pike Pass	

Vehicle - Actual Expenses **Only if not using Standard	
Loan Interest	
Insurance	
Tag/Tax/Registration	
Gas/Oil	
Tires	
Repairs	
Parking Fees/Toll Roads	
Lease payments	

Fees and Commissions Paid	
Career Conf/Seminar/Leadership Registration	
Training/Self Improvement	
Credit Card Processing Fees	
Bank Service Fees	
Dovetail Paid Out	
Other Fees (ex. Unitnet, Chamber Dues)	
Cash Prizes given away (Directors)	
Total Fees and Commissions	

Home Office	
Total Sq ft of home	
Total Sq ft of office space	
Date first used for business	
Mortgage Interest	
Real Estate Tax	
Home Insurance	
Total Home Repair/Maint	
Home Improvement (ex. Roof)	
Housekeeper (total home)	
Rent/Lease	
Utilities (Elec., Water, Gas)	
Other Utilities (ex. Alarm, HOA)	

Direct Utilities	
Internet	
Separate Business Land Line	
Cell phone (business %)	
Long Distance Charges	
Utilities at business property (not home)	
Total Direct Utilities	

Advertising	
Website	
Preferred Customer Mail (not gifts)	
Checks	
Business Cards	
Greeting Cards/Birthday Cards	
Purchased Ads (ex. Phone book)	
Logo items	
Other (ex.product trades not reimbursed)	
Total Advertising	

Travel	
Transportation (air fare, bus, taxi)	
Hotel more than 50 miles from home	
Meals more than 50 miles from home	
Entertainment (less than 50 miles) ex. Meeting food, marketing coffee	

Interest	
Credit card interest on business card	
Business loan interes	
Interest on business property (not home)	
Total Interest	

Office Expenses (cost including tax)	
Pens,paper,staples,folders, etc	
Postage and shipping for team/customers	
Printing, copies, fax, laminating	
Product packaging, ribbon, bags (if not from MK)	
Office Cleaning (if for office only)	
Magazines/Newspapers	
Storage/Filing	
Total Office Expenses	

Supplies (cost including tax)	
Product Demo's (Sect 1 or Sect 2)	
Sales Aids (Sect 2)	
Other items used in sales appts (cotton balls)	
Unit meeting supplies (posters, CD's)	
Items used in recruiting appts. (CD's,folders)	
Other Supplies (ex. Software)	
Total Supplies	

Legal and Professional Services	
Accountants/Advisors	
Attorney fee related to business	
Hired company fees (ex. Newsletter creator)	
Purchased names (ex. Welcome Wagon)	
Fees paid for guest speakers (Directors)	
Total Legal and Professional	

Tax and Licensing	
State, City or Local Licenses	
Sales tax paid to state if not paid by MK	
Other Tax/Licenses (ex. booth licenses)	
Total Tax and Licensing	

Rent and Lease Business Property	
Copier, fax, stamp machine lease	
Meeting space Rental	
Booth/Trade show rent	
Business prop. Lease (not home)	
Total Rent and Lease	

Insurance	
Product Insurance	
Business property insurance (not home)	
Total Insurance	

Uniforms *note: no shoes,purses or pantyhose*	
Director Suits	
Required or logo clothing	
Dry Cleaning expenses	
Total Uniforms	

Sales Incentives	
Prizes given to team/unit	
Section 3 purchases	
Hostess gifts if not from MK	
Marketing gifts if not from MK	
Other incentives (ex. Clinic expenses)	
Total Sales incentives	

Wages and Employees	
Office Assistant	
Other Direct office wages (contract labor)	
Employer taxes and fees	
Employer insurance	
Total Wages and Employee	

General Information

NCAIS Code for Mary Kay is 454390 - Other Direct Selling Establishment

As a Consultant or Director you are a Sole Proprietor

As a Sole Proprietor you are not required to obtain an Employer Identification Number unless you plan to hire employees

Your business does not need to file a separate tax return, it will be an attachment to your regular filed personal return

Some forms you may need are:

Schedule C -Profit or Loss from Business

Form 8829- Expenses for Business Use of your home

Form 4562- Depreciation and Amortization