

Income Tax Preparation for the year of _____

Date you started your Mary Kay Business: _____

INCOME

| | |
|---|----------|
| Commissions (1099-Misc from Mary Kay) | \$ _____ |
| Prizes, Awards, Bonuses (1099-Misc from Mary Kay) | \$ _____ |
| Gross Receipts of Retail Sales | \$ _____ |
| Sales Returns (actual returns to Mary Kay) | \$ _____ |

COST OF SALES

| | |
|--|----------|
| Inventory at Beginning of Year | \$ _____ |
| Product Purchases (wholesale cost) | \$ _____ |
| Sales Tax Paid on Product Purchases (retail value) | \$ _____ |
| Non-Collected Sales Tax (personal use items, gifts, discounts) | \$ _____ |
| Products Used for Personal Use (wholesale cost) | \$ _____ |
| Mary Kay Materials and Supplies | \$ _____ |
| Freight Charges on Product Orders from Mary Kay | \$ _____ |
| Inventory at End of Year (wholesale cost) | \$ _____ |

MARY KAY BUSINESS EXPENSES

| | |
|--|----------|
| Advertising | \$ _____ |
| Bad Debts | \$ _____ |
| Commissions and Fees | \$ _____ |
| Gifts | \$ _____ |
| Insurance (not health) | \$ _____ |
| Interest (Bank Loans, Credit Card(s) used for business) | \$ _____ |
| Legal/Professional Services (Tax preparation, Accountant, Attorney) | \$ _____ |
| Meals/Entertainment (local appointments) Meals while out of town @ MK Event (Seminar, Career Conf, Retreats, etc) can be counted Per Diem for each day away. List # of days and state you traveled to on separate page. | \$ _____ |
| Office Expense (Postage, Copy Paper, etc) | \$ _____ |
| Rental Equipment (copy machine, etc) | \$ _____ |
| Telephone (Separate Line & Long Distance) & Cell, Pager, Vmail | \$ _____ |
| Travel (Air Fares, Tax, Rental Car, Lodging) | \$ _____ |
| Seminar/Career Conference/Event Registrations Fees | \$ _____ |
| Supplies (Wash Cloths, Q-tips, etc) | \$ _____ |
| Donations | \$ _____ |
| Internet/Website | \$ _____ |
| Computer Software | \$ _____ |

MARY KAY BUSINESS EXPENSES CONTINUED

Special Clothing/Dry Cleaning \$ _____

Bank Charges (Business Account) \$ _____

Obsolete Products (Discarded) \$ _____

Uniform (Red Jacket/Directo's Suit) \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

DEPRECIATION: LARGE PURCHASES

Costs more than \$100 and last more than 1 year. Computer, Office Furniture, etc.

| Description | Date Purchased | Cost |
|-------------|----------------|----------|
| | | \$ _____ |
| | | \$ _____ |
| | | \$ _____ |

VEHICLE EXPENSE (circle one) Own Lease

Year/Make/Model _____

Date Vehicle Placed in Service for Business Purposes _____

Total Miles Driven During the Year _____

Business Miles Driven During the Year _____

Business: Parking, Tolls, Meters \$ _____

ACTUAL VEHICLE EXPENSES:

Cost of Vehicle (circle one) New Used \$ _____

Date Purchased/Leased _____

If Leased, Monthly Payment _____

Gas \$ _____

Oil Changes/Repairs/Tires \$ _____

Insurance \$ _____

BUSINESS USE OF HOME

Total Square Footage of Home

Square Footage of Area Used Regularly/Exclusively for Business

Mortgage Interest or Rent Paid for Year \$ _____

Real Estate Taxes \$ _____

Homeowner's Insurance \$ _____

Utilities (entire home) \$ _____

Repairs/Maintenance (entire home) \$ _____

Other Expenses (Lawn Care, Trash, etc) \$ _____

CHILD CARE

Care Provider's Name _____

Address _____

ID # (SS or EIN) _____

Amount Paid \$ _____

Child's Name _____

Child's Name _____

Care Provider's Name _____

Address _____

ID # (SS or EIN) _____

Amount Paid \$ _____

Child's Name _____

Child's Name _____

Care Provider's Name _____

Address _____

ID # (SS or EIN) _____

Amount Paid \$ _____

Child's Name _____

Child's Name _____