

**MARY KAY  
INCOME TAX PREPARATION**

Inventory

Beginning Section One Inventory (12/31 of prior year)    New Cons. Start with 1st inventory order \$\$	+	
ADD: Total wholesale purchases in current year	+	
SUBTRACT: Personal cosmetic use (wholesale, no tax) no gifts	-	
SUBTRACT: Ending Section One Inventory on shelf (12/31 of current year)	-	
<b>COST OF GOODS SOLD</b>		

Retail Sales

Total retail sales taken from your accomplishment sheets without sales tax	+	
SUBTRACT: Cost of Goods Sold	-	
SUBTRACT: Refunds	-	
<b>ACTUAL RETAIL SALES INCOME</b>		

I. Income

Actual retail sales income	+	
Commission income (Form 1099)	+	
Prizes (Form 1099)	+	
Car Program (Form 1099)	+	
Dovetail fees paid you by another consultant	+	

II. Deductions

Advertising (booths, yellow pages, raffle gifts, posters, etc.)	
Bad Debts (uncollected sales & sales tax, if originally recorded on accomplishment sheet)	
Bank/Propay/Credit Card service charges	
Charitable donations of cash/products	
Computer/internet expenses	
Demo/Promotion items at cost	
Depreciation expense	
Director suit and dry cleaning	
Dovetail fees paid to another consultant	
Dues & subscriptions (magazines, publications, chamber of commerce, annual credit card fee, etc)	
Education (conferences, meetings, workshops, meeting fees, etc)	
Equipment rental	
Finance charges	
Gifts	
Insurance (business liability, product replacement)	
Interest paid on business loans	
Legal and professional (accountants, attorneys)	
Licenses and fees	
Meals and entertainment (luncheons, brunches, meals on trips, etc)	
Meeting room rental	
Miscellaneous	
Non-collected sales tax on gifts or personal use items	
Office equipment (depreciable assets: computers, desk, etc)	
Office expenses	
Outside services (labor & office help)	
Postage and delivery	

Preferred Customer Program

Printing and copies

Prizes

Rent

Repairs and maintenance

Sales aids (Section 2)

Starter kit costs

Supplies

Telephone

Travel (airfare, hotel, cabs, tips)

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Car Expenses:

Starting odometer reading \_\_\_\_\_

Ending odometer reading \_\_\_\_\_

1st Method: Total business mileage (keep daily log) at IRS mileage rate

or

2nd Method: Business percentage of gas, maintenance and repairs, oil, insurance, lease car payments, depreciation, auto loan interest, car wash, license and registration

Parking and tolls (can take business portion of these with either method)

\_\_\_\_\_

Business Use of Home

Child Care

Health Insurance

Quarterly Estimated Tax Payments

Federal

State

1st Quarter \_\_\_\_\_

2nd Quarter \_\_\_\_\_

3rd Quarter \_\_\_\_\_

4th Quarter \_\_\_\_\_

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