

Attached is a schedule of items you can deduct, and the more work and totaling you do, the less it will cost you when you take it to a tax person. Hope this helps, call if you have questions:

INCOME TAX PREPARATION FOR YOUR MARY KAY BUSINESS

1. INVENTORY OF ALL SECTION 1 WHOLESALE MERCHANDISE ON YOUR SHELF AS OF DEC. 31
\$ _____

Use your Consultant Order Sheet to record totals, add up the retail amount, then figure the discount at 50% which you ordered during the year to give you the wholesale amount.

2. Go-Kit COST IF YOU ARE A NEW CONSULTANT DURING THE YEAR.....
\$ _____

3. ALL RETAIL SALES INCOME from classes, facials and reorders.....
\$ _____

4. ALL OTHER INCOME: 4-13% checks, promotional prizes and other commissions of 1099 form from the Company,
bank interest and dovetail commissions.....
\$ _____

5. INVENTORY CARRYOVER FROM LAST YEAR (wholesale inventory on your shelves as of Dec. 31, prev. year)\$ _____

6. BUSINESS EXPENSES:

Section 1 Wholesale Purchases for the year.....	\$ _____
Section 2 and 3.....	\$ _____
Sales Tax paid to Company on Product Purchases.....	\$ _____
Handling Charges/Shipping.....	\$ _____
Non-Collected sales tax on gifts, discounts and personal use items.....	\$ _____
Dues and Publications.....	\$ _____
Supplies.....	\$ _____
Discounts and Hostess Credits at Retail Value.....	\$ _____
Items used as Gifts at Cost.....	\$ _____
Items used for Personal Use at Cost.....	\$ _____
Product Refunds at Retail Value.....	\$ _____
Bad Debt (money not collected on product sold).....	\$ _____
Promotions and Contest Expenses.....	\$ _____
Laundry for dry cleaning of business attire.....	\$ _____
Bank Service (money orders, cashiers checks, VISA/Mastercard fees).....	\$ _____
Interest paid on business loans or VISA/Mastercard for inventory/expenses.....	\$ _____
Advertising and Preferred Customer Program Enrollment and Premiums...	\$ _____
Postage and Express Mail.....	\$ _____
Labor.....	\$ _____
Meeting Expenses, Workshops, Conferences and Seminars.....	\$ _____
Travel Expense	
Plane & Public Transit and Taxi.....	\$ _____
Lodging.....	\$ _____
Meals when out of town.....	\$ _____
Obsolete Products (discarded) at Cost.....	\$ _____
Printing.....	\$ _____
Accountant Fees.....	\$ _____
Auto Expenses.....	\$ _____
Total Business Miles Driven.....	\$ _____
Gasoline Expense.....	\$ _____
Entertainment (interviews, luncheon meetings, etc.).....	\$ _____
Charity Donations.....	\$ _____
Legal.....	\$ _____
Office Rent or Depreciation.....	\$ _____
Office Equipment.....	\$ _____
Telephone.....	\$ _____
Utilities.....	\$ _____
Insurance.....	\$ _____
Other: _____	\$ _____