

This sheet is to assist you in keeping records for your taxes.
Tax Prep Financial Services "Pay YOURSELF, not the IRS"

INCOME TAX DATA WORKSHEET FOR MARY KAY COSMETICS Tax Year ____

Expenses	Amount
Receipts \$_____ (total dollars received after discounts) (@ retail operating expenses (some allocated per business usage)	\$_____
Net Sales Including Tax (add up sales tickets)	\$_____
Advertising (printing) and Preferred Customer Program	\$_____
Dovetail Received and Sales to Consultants + Tax	\$_____
Bank and C.C. Processing Fees (pink stubs)	\$_____
Returns and Uncollected Sales incl. in "Net Sales"	\$_____
Product Liability Insurance (from M-K)	\$_____
Recruiter/Director Commission (1099-MISC)	\$_____
Loan/Credit Card Interest Incurred for M-K	\$_____
Total Prizes & Awards (Inc. Advisory Statement) Personal use, gifts, and inventory valued (and wholesale = 1/2 retail)	\$_____
Tax Preparation Fee (if filed M-K last year)	\$_____
Office Supplies (put furniture/equipment on back)	\$_____
Cost of Goods Sold (your cost) wholesale	\$_____
Rent (meeting rooms, dues, raffles, storage)	\$_____
Beginning Inventory on 1/1 (first year = zero)	\$_____
Facial Supplies (cotton balls, washcloths, etc.)	\$_____
Purchase of Section I (invoices + other cons.)	\$_____
Travel/Transportation (plane/train/bus)	\$_____
Personal Use of Section I Cosmetics	\$_____

Hotels (at Seminar or M-K out of town)	\$ _____
Section 1 Cosmetics Given Away	\$ _____
Meals (including Seminars and out of town)	\$ _____
Purchase of Section 2 (Beauty Case, inv., and OTC)	\$ _____
Food and Drinks provided for M-K meetings	\$ _____
Sales Tax on Sections 1, 2, and 3 (Invoices)	\$ _____
Separate (bus.) Phone Line and M-K Long Distance	\$ _____
Ending Inventory (only Section 1 and Vitamins on 12/31)	\$ _____
Car Phone, Beeper, Call Notes	\$ _____
Seminars and Motivation Books/Tapes/Videos	\$ _____
Director Suit/Red Jacket	\$ _____
Laundry, Dry cleaning, & Alterations	\$ _____
Basket Materials (shrink wrap, moss, etc.)	\$ _____
Postage & Freight (add up M-K invoices)	\$ _____
Date You Started Your Mary Kay Business	\$ _____
Hostess Gifts (other than MK product)	\$ _____
Film and Development Costs (before and after pictures)	\$ _____
Dues and Publications (business/glamour magazines, etc.)	\$ _____
Consultant Prizes, Awards, & Promotions	\$ _____
Contract Labor (to kids, babysitters, asst.)	\$ _____
Other (rent car, dovetail pd., internet)	\$ _____

OFFICE IN HOME DATA

Square Feet of Office and Storage Space	_____
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Square Feet of Apt./House (excluding garage) _____

Date Apartment/House Rented or Purchased _____

Estimated Value of the Land (tax appraisal) \$ _____

Purchase Price plus closing, improvements \$ _____

The space for office in home must be used exclusively for business!!

OFFICE IN HOME DEDUCTIONS

Mortgage Interest (Form 1098/coupon book) \$ _____

Property Taxes (Form 1098/coupon book) \$ _____

Repairs, Lawn Maintenance, & Pest Control \$ _____

Security, Housekeeper, & Association Fees \$ _____

Utilities: Gas \$ _____ Water \$ _____ Elect. \$ _____ \$ _____

CAR USAGE DATA FOR EACH CAR USED

Year, Make and Model _____

Only Mary Kay miles driven for each car _____

Date Purchased/Leased _____

Total miles driven for the year (each car) _____

Purchase/Lease Price Including Tax \$ _____

Round trip commute - did spouse have a car? _____

ANNUAL EXPENSES FOR EACH CAR USED IN BUSINESS

Gas, Repairs, Parts, Maintenance and car wash \$ _____

Insurance, Tags, inspection sticker, and AAA \$ _____

Parking and Tolls .. Inclusion Amount \$ _____

Purchased or Leased _____