

# Income Tax Preparation for your Mary Kay Business

1. Take 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 which you ordered during the year to give you the wholesale amount -50%)
2. Starter Kit cost if you are a new consultant during the year. \$ \_\_\_\_\_
3. All retail sales income from beauty appointments and reorders. \$ \_\_\_\_\_
4. All other income. (4-13% checks, and other prizes and commissions from 1099 form). \$ \_\_\_\_\_
5. Inventory carryover from last year \$ \_\_\_\_\_  
(Wholesale inventory on your shelves as of Dec. 31 the year before.)
6. Business Expenses:
  - ◆ Section 1 wholesale purchases for the year (On computer sheets from the company) \$ \_\_\_\_\_
  - ◆ Section 2 business supplies (on computer sheets from the company) \$ \_\_\_\_\_
  - ◆ Sales tax paid to the company on product purchases (on computer sheets) \$ \_\_\_\_\_
  - ◆ Freight charges on product orders \$ \_\_\_\_\_
  - ◆ Non-collected sales tax on gifts, discounts and personal use items \$ \_\_\_\_\_
  - ◆ Products used for personal use at cost \$ \_\_\_\_\_
  - ◆ Products used for demonstration purposes at cost \$ \_\_\_\_\_
  - ◆ Office Expenses \$ \_\_\_\_\_
  - ◆ Business supplies \$ \_\_\_\_\_ (Includes magazines & publications)
  - ◆ Discounts & hostess credits at retail value \$ \_\_\_\_\_
  - ◆ Items used as gifts at cost \$ \_\_\_\_\_
  - ◆ Product refunds at retail value \$ \_\_\_\_\_
  - ◆ Bad debts (Money not collected on product sold) \$ \_\_\_\_\_
  - ◆ Promotions and contest expense \$ \_\_\_\_\_
  - ◆ Laundry for dry cleaning of business attire \$ \_\_\_\_\_
  - ◆ Bank service charges \$ \_\_\_\_\_  
(money orders, cashiers checks, Visa/Masterc/Discover card fees, checking charges)
  - ◆ Interest paid on business loans or Mastercard/Visa/Discover for inventory and expenses \$ \_\_\_\_\_
  - ◆ Advertising & Preferred Customer Enrollment & Premium fees \$ \_\_\_\_\_
  - ◆ Postage & Express mail \$ \_\_\_\_\_
  - ◆ Labor \$ \_\_\_\_\_
  - ◆ Meeting expenses, workshops, conferences and seminars \$ \_\_\_\_\_
  - ◆ Cost of Director suit or Red Jacket \$ \_\_\_\_\_
  - ◆ Obsolete products (discarded) at cost \$ \_\_\_\_\_
  - ◆ Accountant fees \$ \_\_\_\_\_
  - ◆ Auto expenses \$ \_\_\_\_\_
  - ◆ Total business miles driven \_\_\_\_\_
  - ◆ Gasoline expense \$ \_\_\_\_\_
  - ◆ Travel expense
    - Plane, public transit, taxi \$ \_\_\_\_\_
    - Lodging \$ \_\_\_\_\_
  - ◆ Entertainment & Meals \$ \_\_\_\_\_  
(interviews, luncheon meetings, and meals while traveling, etc.)
  - ◆ Charity donations \$ \_\_\_\_\_
  - ◆ Legal expenses \$ \_\_\_\_\_
  - ◆ Office rent or depreciation \$ \_\_\_\_\_
  - ◆ Office Equipment \$ \_\_\_\_\_
  - ◆ Telephone \$ \_\_\_\_\_  
(include voice mail, Voice-Tel, cellular, etc.)
  - ◆ Utilities \$ \_\_\_\_\_
  - ◆ Insurance \$ \_\_\_\_\_
  - ◆ Product replacement insurance \$ \_\_\_\_\_
  - ◆ Medical \$ \_\_\_\_\_
  - ◆ \_\_\_\_\_

