

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—40, 45, or 50%) \$ _____
2. Go-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 the 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 (include magazines and publications) \$ _____
 - Discounts and 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 contests expenses \$ _____
 - Laundry for dry cleaning of business attire \$ _____
 - Bank service charges (money orders, cashiers checks, credit card fees, checking charges) \$ _____

 - Interest paid on business loans or credit cards (MC/Visa/Discover) for inventory and expenses \$ _____
 - Advertising and preferred customer enrollment and premium fees \$ _____
 - Postage and 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 expenses \$ _____
 - Travel Expense:
 - Plane, public transit, taxi \$ _____
 - Lodging \$ _____
 - Entertainment & meals (interviews, luncheon meetings, 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 \$ _____
 - Other \$ _____

