

INCOME TAX PREPARATION FOR YOUR MARY KAY BUSINESS

Consult your current Mary Kay Tax Guide for detailed information.

- 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 which you ordered during the year to give you the wholesale amount (40%, 45% or 50%).
- 2. BEAUTY SHOWCASE 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.....\$ _____
 - Items used for Demonstration Purposes 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.....\$ _____
 - Cost of Director Suit or Red Jacket.....\$ _____
 - 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: _____\$ _____
 - _____ \$ _____