

# Mary Kay Tax Preparation Form

Name: \_\_\_\_\_

Tax Year: \_\_\_\_\_

Beginning Inventory (@ cost)	_____	Labor	_____
Discontinued/Expired (@cost)	_____	Meals & Entertainment (50%)	_____
Ending Inventory (@ cost)	_____	Meals & Entertainment (100%)	_____
Advertising	_____	Miscellaneous	_____
Bank Fees	_____	Office Expenses	_____
Child Care	_____	Other Income	_____
Demo's (@ Cost)	_____	(See Income Advisory Statement)	
Donations (cash—MK)	_____	Personal Use (@ cost)	_____
Donations (cash—Personal)	_____	Postage	_____
Donations (clothing)	_____	Sales - Gross W.A.S.)	_____
Equipment	_____	Sec. 1 Giveaway (Retail)	_____
Freight	_____	Sec. 2 Giveaway (@ cost)	_____
Home Office Expenses		Non-Recoverable Sales Tax	_____
Square feet of home	_____	Sales Aids	_____
Square feet office	_____	(see Income Advisory Statement)	
Power Company	_____	Tax Preparation	_____
Gas Company	_____	Telephone	_____
Water Company	_____	Cell Phone/Voxer	_____
Garbage/Recycling	_____	Internet	_____
House Cleaner	_____	Training	_____
Maintenance/Repairs	_____	Travel	_____
HOA's	_____		
Insurance	_____		
Interest & ProPay	_____		

Vehicle 1 Expenses \_\_\_\_\_  
Gas/Oil Changes \_\_\_\_\_  
Total miles driven \_\_\_\_\_  
Mileage for MK \_\_\_\_\_

Vehicle 2 Expenses \_\_\_\_\_  
Gas/Oil Changes \_\_\_\_\_  
Total miles driven \_\_\_\_\_  
Mileage for MK \_\_\_\_\_

Wholesale Orders \_\_\_\_\_  
Workshops \_\_\_\_\_

## Additional Expenses for Director's

Event Expenses (money going out) \_\_\_\_\_  
Event Income (Money coming in) \_\_\_\_\_  
Ending Balance \_\_\_\_\_  
Promotions \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_