

# TAX PREPARATION FORM

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

If this is your first year—give start date: \_\_\_\_\_

## Mary Kay Worksheet

\_\_\_\_\_ Total Sales (Bottom line—Including tax \_\_\_\_\_ Commissions \_\_\_\_\_ Prizes  
\_\_\_\_\_ Beginning Inventory (at your cost or 50% of retail)  
\_\_\_\_\_ Section 1 Purchases (from packing slips—at your cost)  
\_\_\_\_\_ Personal Use Products  
\_\_\_\_\_ Closing Inventory (at your cost or 50% retail)  
\_\_\_\_\_ Advertising (Preferred Customer Program, cards, website, etc.)  
\_\_\_\_\_ Vehicle Expenses  
\_\_\_\_\_ Purchase Price \_\_\_\_\_ Gas, Oil, Repairs \_\_\_\_\_ Tags  
\_\_\_\_\_ Lease Payments \_\_\_\_\_ Interest on loan \_\_\_\_\_ Insurance  
\_\_\_\_\_ Insurance (Mary Kay product rider)  
\_\_\_\_\_ Interest on Business loan  
\_\_\_\_\_ Dry Cleaning (Red Jacket attire, Director Suit or Seminar gown)  
\_\_\_\_\_ Tax Preparation Fees  
\_\_\_\_\_ Office Expenses (hired help in office, equipment, software & updates)  
\_\_\_\_\_ Rent/Lease paid on equipment (copiers, etc.)  
\_\_\_\_\_ Meeting Fees (weekly, quarterly, small events)  
\_\_\_\_\_ Supplies (everything you purchase to facilitate your business)  
\_\_\_\_\_ Sales Tax (paid to Mary Kay from packing slips)  
\_\_\_\_\_ Travel Expenses (Hotel, Airfare, cabs, etc.)  
\_\_\_\_\_ Meals (Business meals & open houses)  
\_\_\_\_\_ Telephone and Communication Expenses:  
\_\_\_\_\_ Mary Kay long distance \_\_\_\_\_ Cell Phone & Pagers  
\_\_\_\_\_ Second phone line \_\_\_\_\_ Voice Mail fees  
\_\_\_\_\_ Home phone add-ons \_\_\_\_\_ Internet Access  
\_\_\_\_\_ Bank Charges on Mary Kay Account  
\_\_\_\_\_ ProPay (credit card processing fees)  
\_\_\_\_\_ Dues and Publications that increase your professionalism  
\_\_\_\_\_ Postage  
\_\_\_\_\_ Freight Expenses (from MK packing slips)  
\_\_\_\_\_ Section 2 (from packing slips)  
\_\_\_\_\_ Workshops (Seminar, Career Conference, Retreats, etc.)  
\_\_\_\_\_ Demo's (retail product pulled for Demo supplies)  
\_\_\_\_\_ Product Giveaways (to Hostesses and clients Section 1)  
\_\_\_\_\_ Products Giveaways (to Hostesses and clients Section 2)  
\_\_\_\_\_ Professional Salon Services (cuts, color, nails)  
\_\_\_\_\_ Utilities (Gas, Electric, Water, Sewage, Cable, Garbage)  
\_\_\_\_\_ Telephone Base rate (for the year)  
\_\_\_\_\_ Rent for Renters  
\_\_\_\_\_ Insurance (Homeowners or Renters) \_\_\_\_\_ Repairs and Maintenance  
\_\_\_\_\_ Real estate Taxes \_\_\_\_\_ Mortgage interest  
\_\_\_\_\_ Sq. Foot of home or apartment \_\_\_\_\_ Sq. foot of Mary Kay Usage  
\_\_\_\_\_ Cost of Home \_\_\_\_\_ Purchase date  
\_\_\_\_\_ Total Miles for the Year \_\_\_\_\_ Mary Kay Miles for the year