

# Tax INFO



## Mary Kay Worksheet

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

If this is your first year - Give Start Date \_\_\_\_\_

TOTAL:	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 - Unseen, physically can not see - at Your Cost
	Closing Inventory - at Your Cost or 50% of Retail
	Advertising - Preferred Customers, Cards, Pink1, etc.
TOTAL:	Vehicle Expenses: _____ Purchase Price _____ Gas, Oil, Repairs, etc. _____ Tags _____ Lease Payments _____ Interest on Loan _____ Insurance
	Insurance Rider on Mary Kay Product
	Interest on Business Loan or Credit Cards used ONLY for Mary Kay
	Laundry and Dry Cleaning
	Legal, Accounting and Professional Fees
	Office or Bookkeeping Expenses - to keep track of your business
	Rent/Lease Paid on Equipment - copiers, etc.
	Weekly Meeting Fees
	Supplies - what you use to do your business
	Sales Tax Paid to Mary Kay - from Packing Slips
	Travel Expenses - Hotel, Cab, Parking, Airfare, etc.
	Meals and Food - Business Dinners, Open Houses, etc.

	Telephone & Communication Expenses: _____ Mary Kay Long Distance _____ Cell Phones & Pagers _____ Second Phone Lines _____ Voice Mail Fees _____ Home Phone Add-Ons _____ Internet Access
	Bank Charges on Mary Kay Account
	Credit Card Processing Fees - when a Customer Charges Something with You
	Dues and Publications that Increase your Professionalism
	Postage
	Freight Expenses - from Packing Slips
	Section 2 - from Packing Slips
	Workshops - Career Conference, Dallas, etc.
	Miscellaneous - description

### Office In Home Expenses

	Utilities - Gas, Electric, Water, Sewage, Cable and 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