

Tax Info Month of _____	
Business	
<u>Income</u>	
Gross Receipts (Sales)	
Commissions & Prizes	
Inventory purchased	
Personal Use	
Products Used for Advertising, Demos & Gifts	
Obsolete Product (product - old & unsaleable)	
<u>Expenses</u>	
Bank Charges (propay, nsf, etc)	
Internet	
Phone	
Website	
Mileage - Keep daily log or take pics of odometer	
Postage & MK Freight	
Sales Aids (Section 2, PCP, cotton balls, etc)	
Accounting (tax prep)	
Office Supplies	
Office Assistant	
Event Supplies (food, plates, napkins, drink, etc)	
Business Meals	
Workshop/Education/MK mtgs	
Travel (hotel, airfare, luggage charge,uber, tips to bellman)	
Product Insurance	
Personal	
<u>Donations by check</u>	
Church	
Mary Kay Charitable Foundation	
Child Sponsorship	
<u>Donation other than cash</u>	
Goodwill	
<u>Mortgage Interest Pd</u>	
Bank	
<u>Interest Earned</u>	
Bank - savings acct	

retail

(w/s)

(w/s)

(w/s)

miles

House	
Repair & Maintenance	
Natural Gas	
Electricity	
City (water, garbage, etc)	
Property Taxes	
Health Insurance	