

Mary Kay Consultant Tax Worksheet

Mary Kay Expenses

_____ **Total Sales** (All Sales Rcpts <retail> added before any discounts/Total Weekly Accomplishment ONLY if accurate)

_____ **Demo & Discounts** (All Product Discounts/price reductions & Demos)

_____ **Other Income** (MK Commissions & prizes. Found on "Income Advisory Report" on Intouch or a 1099 from MK)

_____ **Beginning Inventory** (wholesale inventory on Jan 1st of year/same as ending inventory previous year, or \$0 if new)

_____ **Total Product/Inventory purchased** (found on "Income Advisory Report" Under Business Reports)

_____ **Personal Items** (Product removed from inventory for your own use w/o being paid for)

_____ **Material & Supplies** (Section 2 purchases from MK. Also found on "Income Advisory Report")

_____ **Ending Inventory** (Wholesale inventory on Dec 31st of tax year. Manual Count)

_____ **Advertising** (Website, Business cards, PCP, stickers, Banners, fliers, yellow page ads, etc)

_____ **Legal/Professional Fees** (Bank fees, Propay annual cost + interest/processing cost, product insurance, magazine subscriptions, etc)

_____ **Business Supplies** (envelopes, paper, pens, printer ink, stationary, stamps, etc)

_____ **Other Supplies** (Hostess or Consultant Gifts, gift bags, tissue paper, candy, anything supplies not found a normal office)

_____ **Meals** (When you are on a Business trip more than 40miles (1way) from home and you must eat)

_____ **Entertainment** (Any cost you incur to gain a new customer/consultant: coffee, restaurant food if you get waitress info, food for an event/pink center/Inner Crl, etc) Always put prospects name & # on receipt when possible **Bigger Credit than Meals**

_____ **# of Guests in your home for Business purpose** Keep a guest book/log \$.75 p/guest wear & tear on house credit
(If a customer comes to your house to pick up product once a month, they count 12 times)

_____ **Utilities** (if you have office outside of home, electric, gas, water, sewer, etc) different than home office listed later

_____ **Phone** (100% Business phone only) partial business phone listed w/home office later

_____ **Training** (Cost of Seattle Sizzle/Career Conference/Seminar registration, Meeting dues <Not Raffles>
also Meals eaten w/Director or other Business partners)

_____ **Amount of Any Other Expenses** _____ type of expense

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Travel Expenses

_____ **Plane, train or Bus Fares** (long distance Bus while traveling to new destination)

_____ **Car Rental, Parking/Toll fees, Taxi, local Bus/Van** (local bus/van for touring or to/from airport, etc)

_____ **Hotels, Baggage Charge, Tips**

_____ **Rental/professional service** (Computers, Wi-Fi, fax, etc charges at hotel)

_____ **Laundry/Dry Cleaning** (during business trip. Also include Cleaning Red Jacket or Director suit all year)

Vehicles Expenses

List all Vehicles That are use for Business, All or part. *DO NOT TRY TO DEPRICIATE VEHICLE that is not 100% business use*

<u>Date start using it for Business</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Beginning Miles</u>	<u>Ending Miles</u>	<u>Business Miles</u>
___/___/___	_____	_____	_____	_____	_____	_____
___/___/___	_____	_____	_____	_____	_____	_____
___/___/___	_____	_____	_____	_____	_____	_____

Are any of the Vehicles above, purchased in Tax year and were Brand NEW? _____

Date purchased ___/___/___ Price paid _____ Sales tax paid _____ Interest & Finance charges pd _____

_____ **Toll & Parking fees** (when using your own car at Seattle Sizzle/Career Conference parking, "good to go" pass, Narrows toll)

_____ **Local Bus, taxi, train** (if you used these to get to meeting or classes)

_____ **Car Insurance**

_____ **Annual Interest paid on Vehicle loans**

Home office Expenses

Must be separate space used **exclusively** for work

It can be as small as just a laptop or as big as a garage, if it is exclusively used for MK.

There is new "Safe Harbor" which means If the total is **350 sq ft** or less you only need top 2 lines, disregard Household Cost

_____ **Sq ft of Entire House**

_____ **Sq ft of exclusive Office space** (include storage space sq ft if separate from office but still exclusively for Business)

Below Costs are total Annual Household Costs

(they will be credited by the % of your office to house)

_____ **Rent/Mortgage**

_____ **Mortgage Interest**

_____ **Real Estate Taxes paid**

_____ **Rental/Home Owners Insurance**

_____ **Repairs & Maintenance done on house**

_____ **Professional Services** (House Cleaner, Carpet Shampoo Services, Blinds Cleaning, Landscaping)

_____ **Utilities** (House phone, Electric, heat, propane, firewood, Internet services, etc <Not cable>)

_____ **Amount of Any Other House Expenses** _____ type of expense

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Designed by Pamela Hamlin, Tax Professional & Mary Kay Consultant. **H&R Block referral Code # 10028933**

If you have any Questions or need to know where/how to find this information, or would like me to do your taxes for you please call me at **360-434-0746**

H&R Block donates \$20 to The Mary Kay Foundation when you tell them you were referred by MK referral code #40010001084813