



personal touch tax & financial consultants

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MARY KAY CONSULTANTS WORKSHEET

IF THERE ARE ANY QUESTIONS PLEASE FEEL FREE TO CALL US FOR ASSISTANCE.

REMEMBER TO ROUND TO THE NEAREST WHOLE DOLLAR.

NAME _____ YEAR _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

INCOME

- _____ GROSS SALES (NOT NET PROFIT) (NOT INCLUDING SALES TAX OR CASH (%) SALES DISCOUNTS)
- _____ COMMISSIONS (1099, INCOME ADVISORY FORM)
- _____ PRIZES (1099, INCOME ADVISORY FORM)

INVENTORY

- _____ WHOLESALE (AT YOUR COST OR 50% OF RETAIL) AT THE BEGINNING OF YEAR, JANUARY 1
- _____ WHOLESALE PURCHASES MADE DURING THE YEAR (SECTION 1 ONLY)
- _____ WHOLESALE COST FOR PRODUCT WITHDRAWN FOR PERSONAL USE & PERSONAL GIFTS
- _____ DEMO (TESTER) PRODUCTS (SECTION 1 @ COST)
- _____ PRODUCT (SECTION 1 ONLY) GIVEN TO CUSTOMERS AS A GIFT (@ COST)
- _____ OBSOLETE INVENTORY (OUTDATED – NOT DISCONTINUED OR LIMITED)
- _____ WHOLESALE (AT YOUR COST OR 50% OF RETAIL) AT THE END OF YEAR, DECEMBER 31

EXPENSES

- _____ ADVERTISING (INCLUDE PREFERRED CUSTOMERS,CARDS, PINK ETC.)
- _____ BAD DEBTS, UNCOLLECTABLES (COST OF PRODUCT PLUS RETAIL TAX)
- _____ AUTOMOBILE EXPENSE
 - _____ PURCHASE PRICE _____ GAS, OIL, REPAIRS, ETC _____ TAGS
 - _____ LEASE PAYMENTS _____ INTEREST LOAN _____ INSURANCE
 - DON'T FORGET!** _____ TOTAL MILES (ANNUAL) _____ MARY KAY MILES (ANNUAL)
- _____ PARKING & TOLLS
- _____ BANK CHARGES, *CREDIT CARD PROCESSING FEES (EXAMPLE: PROPAY, PAYPAL)
- _____ INSURANCE (PRODUCT REPLACEMENT, RIDER ON MARY KAY PRODUCT)
- _____ INTEREST ON BUSINESS LOAN OR CREDIT CARDS USED ONLY FOR MARY KAY
- _____ LEGAL,ACCOUNTING & PROFESSIONAL FEES (WEBSITE DESIGN & MAINTENANCE)
- _____ OFFICE EXPENSE (EXAMPLE: STATIONARY, PAPER PRODUCTS, COPYING COSTS, WEBHOSTING COSTS)
- _____ RENT/LEASE PAID ON EQUIPMENT (COPIERS ETC.)
- _____ REPAIRS ON OFFICE EQUIPMENT (COMPUTER, COPIER ETC.)
- _____ SUPPLIES (SECTION 2, SHOWCASE, USED TO ENHANCE PRODUCT FOR RESALE EX. BASKETS ETC.)
- _____ EDUCATIONAL / MOTIVATIONAL MATERIALS
- _____ UNRECOVERED SALES TAX (SALES TAX PAID ON SECTION 1, NOT CHARGED TO CUSTOMERS)
- _____ TRAVEL (AIRFARE, HOTEL, CABS ETC.)
- _____ ENTERTAINMENT (BUSINESS DINNERS, OPEN HOUSE, ETC.)
- _____ TELEPHONE/INTERNET
 - _____ SECOND PHONE LINE _____ CELL PHONES & PAGERS
 - _____ MARY KAY LONG DISTANCE _____ VOICE MAIL FEES
 - _____ HOME PHONE ADD ONS _____ INTERNET ACCESS
- _____ WORKSHOPS / MEETINGS / DEBUTS / RETREATS (CAREER CONFERENCE SEMINAR ETC.)
- _____ HOSTESS CREDITS (AT COST)
- _____ POSTAGE / FREIGHT (FROM PACKING SLIPS)

OFFICE IN THE HOME EXPENSES

- _____ UTILITIES (GAS, ELECTRIC, WATER, SEWER & GARBAGE)
- _____ RENT FOR RENTERS
- _____ INSURANCE (HOMEOWNERS OR RENTERS) _____ REPAIRS AND MAINTENANCE
- _____ REAL ESTATE TAXES _____ MORTGAGE INTEREST
- _____ SQ. FOOTAGE OF HOME OR APARTMENT _____ SQ. FOOTAGE OF MARY KAY USAGE
- _____ COST OF HOME _____ PURCHASE DATE



TAX PREP



TAX PLANNING



CONSULTING



RECORD KEEPING



PAYROLL



TRAINING



REPRESENTATION



SCAN & ARCHIVE