

Record Checklist Record Checklist

Income

- Sales tickets
- Form 1099-MISC
- Income Advisory Statement
- Monthly Consultant Statement
- Independent Sales Director Commission Schedule
- Bank deposit slips and statements

Inventory & Product Sales

- Consultant order forms
- Packing Slips/Invoices from product orders
- Personal use records
- Record of product given as gifts
- Copies of money orders, cashier's checks, credit card receipts for product purchased
- Year-end inventory counts
- Non-recovered sales tax

Business Use of Your Home Expenses

- Repairs and maintenance receipts
- Insurance premiums
- Mortgage interest
- Rental payments
- Painting and roof repairs receipts
- Real estate taxes
- Utilities



Automobile Expenses

- Business mileage log
- Gas receipts
- Repair bills
- Tires, oil, supplies, etc.
- Lease payments
- Car insurance payments
- Registration fees
- Interest on car loan
- Parking fees and tolls
- Personal property tax
- Cost of vehicle for the depreciation deduction

Business Travel Expenses

- Lodging
- Meals
- Transportation
- Cleaning and laundry expenses
- Business calls
- Tips related to above expenses



Business Meals and Entertainment

- Meals
- Entertainment

Other Business Expenses

- Advertising
- Proof of bad debts
- Product and liability insurance
- Interest and loan documents on business loans and credit cards
- Legal and professional services (personal tax advisor)
- Office expenses
- Repairs and maintenance on office equipment
- Supplies
- Taxes and licenses
- Business telephone bills
- Wages paid to an assistant/household help
- Dues and publications
- Freight bills
- Preferred Customer Program premiums
- Hostess gifts
- Rent on business property