

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