



Tax Worksheet
for the Month of _____

	Total
Income	
Gross Receipts or Sales Sales of Mary Kay® product	
Returns and Allowances Retail amount of product returned to you for refund or exchange	
Cost of Goods Sold Amount of Section 1 wholesale product purchased from the Company, shipping/handling paid to the Company and amount of product given as hostess gifts/personal use	
Other Income Commissions, prizes and awards earned from the Company and fair market value of prizes/awards received from others	
Expenses	
Advertising Company-produced sales literature, business cards, newspaper ads, Mary Kay® Personal Web Site program, names submitted for Preferred Customer Program, etc.	
Car and Truck Expenses Business portion of gas receipts, repairs, maintenance, tires, oil, interest on car loan, parking fees, tolls and auto property tax	
	miles
Commissions and Fees Dovetail commissions and amount of prizes awarded to others	
Insurance Mary Kay® product protection insurance and general liability only	
Other Interest Interest on business loans and business credit cards	

<p>Legal/Professional Services Fees for business-related accounting, tax and legal services</p>	
<p>Office Expenses Business-related office supplies and postage stamps</p>	
<p>Rent on Vehicles, Machinery and Equipment Business portion of auto lease expenses plus any leased office equipment</p>	
<p>Rent on Other Business Property Rent or lease on office, if separate from home</p>	
<p>Repairs/Maintenance Cost of repairing equipment used in your Mary Kay business</p>	
<p>Supplies Cost of sales aids, Section 2 items and other sales appointment supplies (i.e. cotton balls), Starter Kit, etc.</p>	
<p>Taxes and Licenses Business & occupation taxes, gross receipt taxes , local business licenses and non-recovered sales tax</p>	
<p>Travel Business travel expenses such as transportation, lodging, tips, convention fees, etc.</p>	
<p>Meals and Entertainment Meals from business travel and meals & entertainment directly related to your Mary Kay business (50% is allowable)</p>	
<p>Utilities Long distance business calls, business portion of additional phone features such as call waiting and cost of a second phone if dedicated solely for business use</p>	
<p>Wages Hourly wages or salary paid for office assistance. Please note that such payments are considered wages subject to withholding and reporting requirements. There are additional complexities for wages paid to a spouse or children or domestic help. It is recommended that you contact your personal tax advisor for advice on these matters.</p>	
<p>Other Expenses – Bank Service Charges Service charges on business bank and credit card accounts, money order fees, credit card processing fees</p>	
<p>Other Expenses – Freight Charges for shipping product to customers, team members, etc.</p>	
<p>Other Expenses – Gifts-with-Purchase Cost of most Preferred Customer Program premiums</p>	
<p>Other Expenses – Hostess Gifts Other than Mary Kay® Products Cost of Section 2 items given as hostess gifts (limited to \$25 or less)</p>	
<p>Other Expenses– Bad Debt Returned customer checks or refused credit card payments that you are completely unable to collect</p>	
<p>Other Expenses Any other miscellaneous business expenses not already listed</p>	

Expenses for Business Use of Home	
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Maintenance, repairs, utilities, taxes, mortgage interest, etc.

The tax worksheet is intended to be used for general informational purposes only. It is not intended to be and shall not be considered tax advice. We recommend that you consult your tax/legal advisor with expertise in your local area to ensure that you are in compliance with federal, state and local laws.