***TAX PREPARATION CHECKLIST***

SCHEDULE C ONLY

Total sales ($$ actually collected,

not including sales tax)

1099 Income form – from Mary Kay

Total Section 1 – wholesale amount– Note: Mary Kay’s info only includes Jan. – Nov., so you must add Dec. totals.

Total Personal use items taken from inventory – wholesale amount

Total items taken from inventory that were used for samples – wholesale amount

Ending inventory as of 12/31/14 – wholesale amount – Note: calculate the inventory in retail and then divide by 2.

Car mileage – Total mileage and business mileage – You will also need the make and model of your car

Tolls/parking

Any new office equipment purchases – Date, description and amount

Supplies – Section 2 - Note: Mary Kay’s info only includes Jan. – Nov., so you must add Dec. totals.

Sales Director order form

Other – such as packaging for baskets. Cotton balls, Qtips, etc

Travel – Airfare

Hotel

Bus/Cab

Tips

Meals + tips

Cell Phone

Internet

Lead events

Training media

Newsletter service

Prizes

Conference Registrations

Meeting room rentals

Meeting Costs (Area & Director)

Propay

Total shipping charges - Note: Mary Kay’s info only includes Jan. – Nov., so you must add Dec. totals.

Administrative services

Office expenses – such as postage, printer ink,etc.

Business cards or other MK connections to promote your business

Director Meeting Subscription Service

Bank Fees from any customer checks that bounced

Total Hostess Credit given – retail amount

Sales Tax Not Recovered

Business Use of a home – Total utilities

Any other expenses for your business not listed!