***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!