

# **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!