

### Mary Kay Tax Preparation Worksheet

Employer Identification Number(EIN)	
Retail Product Sales (NO sales tax)	
Retail Product Returns/Exchanges	
Other Income (ie. Commissions, etc)	
Date started Mary Kay	
Value of section1 inventory on hand as of 1/1 (Wholesale)	
Value of section1 inventory on hand as of 12/31 (Wholesale)	
Value of section1 items taken for personal use (Wholesale)	
Value of section 1 wholesale purchases from 1/1/ - 12/31/ (excluding taxes and freight)	
Preferred Customer Program	
Mary Kay Website	
Business Cards	
Phone Book Listing/Newspaper Ads	
Booth Rentals for Fairs	
Greeting Cards	
Gas	
Oil Changes/ Tires/ Parts	
Auto Insurance	
Car /Lease Payments	
Interest on Car Loan	
Registration	
Parking Fees/ Tolls	
Property Taxes	
Car Washes	
Auto Repair	
Total Business Miles Driven	
Total Business and Personal Miles Driven	
1/1/ Beginning Odometer	
12/31/ Ending Odometer	
Clothing (Beauty Coat, jacket, etc)	

Dovetail Expense	
Cash Prizes	
Equipment (Computer, peripherals, digital camera, cell phone, etc. )	
Furniture (table, chairs, etc)	
Automobiles	
Insurance (Medical, Dental, Vision. If self-Employed- Premiums, co-pays)	
Product Replacement Insurance	
Interest Expense Paid on Credit Card/ Business Loan	
Office Expenses (Paper, clips, pens, etc)	
Postage	
Hotel Rent (Where meetings are held)	
Equipment Leases(Printers, copiers, computers, etc.)	
Child Care (deductible on form 2441)	
Starter Kit	
Samples (Section II)	
Class Supplies	
Non-Recovered Sales Tax	
Payroll Taxes Paid (Federal and State)	
Airfare	
Convention Fees (S	
Lodging	
Auto Travel (& Taxis)	
Cleaning and Laundry (traveling only)	
Phone call (traveling only)	

